



Ministry of Labour and Social Security  
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**Instructions For Completing An Application For A Work Permit or Work Permit Exemption Pursuant To The Provisions Of The Foreign Nationals & Commonwealth Citizens Act.**

**Failure to correctly complete the form will result in the non-processing of your application.**

*It is important that all applicants for a work permit and work permit exemption in Jamaica take careful note of the instructions contained herein. These instructions are designed to assist you in properly completing each application and also to ensure that you supply the Ministry of Labour & Social Security with all relevant information to allow for careful consideration and ease in processing your application.*

**1. ELIGIBILITY FOR A WORK PERMIT OR WORK PERMIT EXEMPTION IN JAMAICA**

*An application for a work permit or work permit exemption should be made by all non-Jamaican nationals who are:*

- without diplomatic status
- desirous of engaging in any form of gainful employment while in Jamaica.

**Persons married to**

- Jamaican nationals, or
- CARICOM nationals who are covered under the Caribbean Community (Free Movement of Skilled Persons) Act ( 1997)

**are not required to apply for work permits while working in Jamaica.**

*Jamaican law requires all non-Jamaican nationals who do not enjoy diplomatic status to have a work permit as long as they are engaged in gainful employment in the island whether or not the form of gainful employment is of voluntary, commercial, business, professional, charitable or entertainment and sport related nature. A non-Jamaican national who engages in any form of gainful employment without a work permit or while an application for a permit is pending, may be prosecuted.*

**2. GENERAL INFORMATION**

- Application forms and cover letters are to be submitted in triplicate with two sets of documents specified in instruction 4.
- You should complete the application thoroughly, writing in ink and using block capitals. It is an offence punishable by law to supply any false or misleading statement or false documents in support of your application for a work permit or work permit exemption.
- Part I of the application (questions 1-29) should be completed by the applicant.
- The applicant's prospective employer should complete Part II (questions 30-51) of this form. *Employers should note carefully and provide the information required in questions 43-50 concerning the steps taken to recruit a Jamaican national for the job to be undertaken by the applicant.*
- Please note that Part III of this Form is strictly for Official use only and therefore you should not write or mark in that section as this may invalidate your application.
- Applicants seeking a work permit on the basis of being self-employed should complete Parts I and II of this form.
- You should sign and date your application in the spaces provided at Questions 29 and 51 on your form. Applications that are not properly signed and dated will not be processed.
- Any question on the application that is not relevant to you, the applicant, should be marked with the letters N/A.
- A non-refundable fee is payable for processing the application.
- Where approval has been granted for a work permit, the applicant's prospective employer will be notified. Upon receiving the Notice of Approval, a Work Permit Fee is payable by the employer before the Work Permit may be issued. The Work Permit becomes effective from the date it was approved.
- Payment vouchers are available at the Work Permit Section of the Ministry of Labour and Social Security, 1F North Street, Kingston and at any of the Parish Offices islandwide.
- Payments are to be made at any branch of the National Commercial Bank (NCB).
- **THE MINISTRY WILL NOT ISSUE A WORK PERMIT WITHOUT EVIDENCE OF THE PAYMENT OF FEES.**

**3. APPLICATIONS FOR WORK PERMIT EXEMPTIONS**

- (i) Applicants seeking a Work Permit Exemption for a period of thirty (30) days or less should complete questions 1-14 and 29 as set out in Part I of the application.
- (ii) Applicants seeking a Work Permit Exemption for a period in excess of thirty (30) days should complete questions 1-19 and 29 as set out in Part I of the application. (Also submit supporting documents as set out in instruction 4).

- (iii) When making an application for the renewal of a Work Permit Exemption, the applicant should complete questions 1-22 and 24 as set out in Part 1 of the application.
- (iv) The applicant's prospective employer should complete questions 30-42 and 48 as set out in Part 11 of the application.

4. **DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATIONS**

NB. Applications for a **Work Permit or a Work Permit Exemption in excess of thirty (30) days** should be submitted along with the following supporting documents:

- (i) **A cover letter addressed to the Permanent Secretary, Ministry of Labour and Social Security, 1F North Street, Kingston**
  - a) The cover letter should be written by the local employer and should set out clearly the reasons for making the application.
  - b) The cover letter should also state the efforts made to recruit a Jamaican national to undertake the work contemplated and the expected duration of the work to be undertaken by the applicant.

**Self-employed applicants** should submit a cover letter outlining the nature and duration of the work to be undertaken. Details of investment proposal(s) should also be stated (Documentary proof of proposed investment(s) should be submitted).

- (ii) **Proof of Qualification**
  - a) Certified copies of proof of academic or professional qualifications or letters of accreditation.
  - b) A letter of recommendation or written reference from the applicant's previous employer, or evidence of the applicant's business/commercial/professional activity abroad.
  - c) In cases where any of the above named documents are prepared in a language other than English, a certified English translation of the relevant document should be supplied.
  - d) A Justice of the Peace or a Notary Public with a valid Commission should certify the documents. Authorised members of staff of the Ministry of Labour and Social Security may certify copies of the documents upon presentation of the original documents.

- (iii) **A resume** outlining the applicant's professional or business experience.

- (iv) **A police record**
  - a) **For new applications:**  
The record should be issued by the appropriate Security Authority in the country of the applicant's domicile.
  - b) **For renewals:**  
The record should be issued by the relevant section of the Ministry of National Security, Jamaica.

NB. Please note that the police record submitted should bear a date of investigation not greater than one year prior to the date of submission to this Ministry.

- (v) **Proof of Business Registration**
  - a) Certified copy of Business Registration Certificate for unincorporated enterprises.
  - b) Certified copy of Certificate of Incorporation and the Memorandum of Association for duly registered companies. Articles of Association are not needed.

- (vi) Where an applicant is self-employed or where an enterprise is in operation for at least a year, or the applicant is applying for renewal of a Work Permit, a **Tax Compliance Certificate should be submitted.**

- (vii) Certified copies of pages from applicant's passport showing, (a) proof of identity, (b) passport number, (c) date of issue and expiry, (d) landing status in Jamaica and (e) relevant visas (where applicable).

- (viii) **Two (2) photographs** in the case of a Work Permit and **one (1)** in the case of a Work Permit Exemption. (See Instruction 6)

- (ix) The attached Tax Payer Registration Number (TRN) form, completed and signed by the applicant.

- 5. NB. Applications for Renewal of a Work Permit or a Work Permit Exemption in excess of thirty (30) days should be accompanied by (a) certified copies of current – updated documents where these documents have expired since the last application (b) copies of salary statement of the last three (3) month's salary (c) cover letter as outlined in instruction 4 (i) above.

6. **PHOTOGRAPHS**

*Photographs submitted with an application become the property of the Government of Jamaica.*

Photographs should be professionally produced and taken not more than six (6) months prior to application, with the following specifications:

- It should be taken in colour with a flat finish against a plain background.
- It should provide a full frontal view of the head, neck and the top of the shoulders with ears clearly visible.
- There should be no reflection from eyeglasses or background shadows that may obscure the image.
- The size of the face should be 25mm to 35mm, from the chin to the top of the head.
- The applicant should not wear any head covering while taking the photograph except where required for religious reasons.
- Should be enclosed in an envelope and should not be stapled
- Should be certified by a Notary Public or a Justice of the Peace.