

MINISTRY OF LABOUR & SOCIAL SECURITY
NATIONAL INSURANCE SCHEME

Kingston & St. Andrew L/O

18 Ripon Road

Kingston 5

National Insurance Clearance Letter Requirements

Employer/Business

1. Stamped copy/ies of National Insurance Annual Returns(s) for previous year(s)
2. Receipt(s) for past year(s)
3. Current National Insurance Receipt(s) from Inland Revenue Department.
4. National Insurance Remittance Card (**Payment Card**)
5. Employer's Registration Form (**N.B. New Business, Duplicate**)
6. Original and Photocopy of Certificate of Incorporation (**New Business**)

Self-employed/Individual

1. National Insurance Number (**Pink Card**)
2. Current Stamp Card with National Insurance Stamps affixed
3. Assessed Copy of personal Income Tax Return(s)
4. Passport/Birth Certificate
5. Receipt(s) for Stamps Card(s) surrendered for previous year(s)
6. Current pay-slip(s) and letter from employer confirming employment if also employed
7. Letter signed by Justice of the Peace certifying unemployment status
8. Documents for item(s) to be cleared.