



# Ministry of Labour & Social Security

"Providing Opportunities, Stability & Social Protection"

1F North Street, Kingston,  
Jamaica, West Indies  
Telephone: (876) 922- 9500-14  
Email: workpermit@mlss.gov.jm

## COMPLETION OF WORK PERMIT/EXEMPTION APPLICATION: INSTRUCTION SHEET

(PURSUANT TO THE PROVISIONS OF THE FOREIGN NATIONALS & COMMONWEALTH CITIZENS ACT)

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

*Failure to correctly complete the form will result in the non-processing of 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 desirous of engaging in any form of gainful employment while in Jamaica, and are without diplomatic status.

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 in Jamaica.

**NB: An expatriate who is married to a Jamaican and wishes to live and work in Jamaica, should apply for a Marriage Exemption Certificate. CARICOM nationals may apply for CARICOM Skills Certificates or verify Certificates obtained from their CARICOM Member States of origin.**

*Jamaican Law requires all non-Jamaican nationals who do not enjoy diplomatic status to have Work Permits as long as they are engaged in gainful employment in the island, whether or not the form of gainful employment is voluntary, commercial, business, professional, charitable or entertainment and sport related. 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 **duplicate** with two sets of documents (as specified in instruction 4).
- The application should be completed **thoroughly**, written in ink and using block capitals. **It is an offence punishable by law to supply any false or misleading statements or false documents in support of an 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. Certified proof that the post was advertised locally,*

*and with the Ministry's Labour Market Information System (LMIS), through the Electronic Labour Exchange (ELE) Unit should be presented.*

- Please note that Part III of this form is **STRICTLY FOR OFFICIAL USE ONLY**. Writing or marking in that section may **invalidate** the application.
- Applicants seeking Work Permit on the basis of being self-employed should complete Parts I and II of this form.
- The applicant must sign and date the application in the spaces provided at Question 29 and 51 on the form. *Applications that are not properly signed and dated will not be processed.*
- Where any question on the application that is not relevant to the applicant, the letters N/A should be inserted.
- **All Work Permit fees are non-refundable and non-transferable.** A processing fee of **\$17,250.00** is payable for processing each application.
- Where approval has been granted for a Work Permit, the applicant's prospective employer will be notified. The employer is required to pay the Work Permit Fee upon receiving the Notice of Approval before the Work Permit can be issued. The Work Permit becomes effective from the date of its approval.
- Payment vouchers are available at the Work Permit Unit of the Ministry of Labour and Social Security, 1F North Street, Kingston and at all of the Ministry's Parish Offices island wide.
- 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 Work Permit Exemptions **for periods of thirty (30) days or less** should complete questions 1-14 and 29 as set out in Part I of the Application Form.
- ii. Applicants seeking Work Permit Exemptions **for periods in excess of thirty (30) days** should complete questions 1-19 and 29 as set out in Part I of the Application Form.
- iii. When making an application **for the renewal of Work Permit Exemption**, the applicant should complete questions 1-22 and 24 as set out in Part I of the Application Form.
- iv. In all cases, the applicant's prospective employer is required to complete questions 30-42 and 48 as set out in Part II of the Application Form.

**Applications should be submitted with supporting documents as set out in instruction 4 below.**

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

**N.B. An application 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 and documentary proof of proposed investment(s) should be submitted (Proof of Ownership, Bank Statement etc.)

## **II: Proof of Qualification**

**The following are the documents accepted as Proof of Qualification:**

- (i.) **Certified copies** of academic or professional qualifications or letters of accreditation.
- (ii.) **A letter of recommendation** or written reference from the applicant's previous employer, or evidence of the applicant's business/commercial/professional activity abroad.

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.

Copies of these documents should be certified by a Justice of the Peace or a Notary Public with a valid Commission should certify copies. Authorized members of staff of the Ministry of Labour and Social Security may certify copies of the documents upon presentation of the original documents.

In addition to the above, an applicant engaged in any of the following Professions/Occupations/Trades is required to attach to their application form a certified copy of their certification confirming registration with the relevant Professional/Regulatory Body:

- **Accountants (Public/Chartered)**  
Public Accountancy Board  
Practicing Certificate
- **Architects**  
Architects Registration Board  
Certificate of Registration
- **Attorneys-at-Law**  
General Legal Council  
Practicing Certificate
- **Barbers/Beauty Therapists/Cosmetologists/Hair Dressers**  
Local Board of Health for respective Parish Council  
Practicing Certificate
- **Dentists**  
Dental Council of Jamaica  
Practicing Certificate
- **Dieticians**  
Council for Professions Supplementary to Medicine  
Practicing Certificate
- **Engineers**  
Professional Engineers Registration Board  
Practicing Certificate
- **Land Surveyors**  
Land Surveyors Board  
Practicing Certificate
- **Medical Practitioners**  
Medical Council of Jamaica  
Practicing Certificate
- **Medical Laboratory Technicians**  
Council for Professions Supplementary to Medicine  
Certificate of Registration
- **Nurses/Midwives**  
Nursing Council of Jamaica  
Certificate of Registration
- **Occupational Therapists**  
Council for Professions Supplementary to Medicine  
Certificate of Registration
- **Opticians & Optometry Professionals**  
Registrar General  
Letter of registration or current gazette containing applicants
- **Pharmacists**  
Pharmacy Council of Jamaica  
Certificate of Registration
- **Physiotherapists**

Council for Professions Supplementary to Medicine  
Certificate of Registration

- **Radiographers**  
Council for Professions Supplementary to Medicine  
Certificate of Registration
- **Real Estate Dealers/Real Estate Salesmen**  
Real Estate Board  
Certificate of Registration
- **Speech Therapists**  
Council of Professions Supplementary to Medicine  
Certificate of Registration
- **Veterinary Surgeons**  
Veterinary Council of Jamaica  
Certificate of Registration
- **Fisher Folks**  
National Fisheries Authority
- **Mining and Quarrying prospective employees (Foreign Nationals)**  
No-objection letter from the Mines and Geology Division, Ministry of Agriculture,  
Fisheries and Mining
- **Educators/Teachers**  
Letter of Good Standing from the Ministry of Education

II. **A Résumé** outlining the applicant's professional or business experience.

III. **An original Police Record addressed to the Ministry of Labour and Social Security**

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.

**N.B. Please note that the Police Record submitted should bear a date of investigation no more than one year prior to the date of submission to this Ministry.**

IV. **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.**

V. **Tax Compliance Certificate: A Tax Compliance Certificate should be submitted in the following cases:**

- i. Where an applicant is self-employed
- ii. Where an enterprise is in operation for at least a year
- iii. Where the applicant is applying for renewal of a Work Permit

VI. **Certified copies of bio-data page from applicant's passport** (showing proof of identity, passport number, date of issue and expiry, landing status in Jamaica and relevant visas).

VII. **Two (2) photographs** in the case of a Work Permit and *one (1)* in the case of a Work Permit Exemption. (See **Instruction 5** below).

VIII. **Tax Payer Registration Number (TRN)** form, completed and signed by the applicant.

## 5. 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:

- Taken in colour with a flat finish against a plain background.

- Providing 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 be wearing any head covering while taking the photograph except where required for religious reasons.
- The photograph should be certified by a Notary Public or a Justice of the Peace.
- The photograph should be enclosed in an envelope and should not be stapled.

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