

DEPARTMENT OF LABOUR

INSTRUCTIONS FOR THE COMPLETION OF WORK PERMIT APPLICATIONS & PROCEDURE

1. All questions must be answered.
2. Application must be signed and dated.
3. Supporting documents must accompany the completed application.
4. The Work Permit process is approximately 2-3 weeks and Work Permits must be applied for and approved before the prospective employee comes into the country.
5. Requirements for new applications:
 - a) Contact Number(s)
 - b) Police Record/Clearance.
 - c) Certificates of qualification.
 - d) Letter from prospective employer; addressed to the Minister for Labour, thru Permanent Secretary, Department of Labour.
 - e) Character reference from previous employer or reputable person if no previous employment
 - f) Four (4) passport size photographs (2x2.5 and of international standard). the name of the applicant must be written at the back of the photographs.
 - g) Businesses are required to submit Registration Certificates.
 - h) A Company stamp must be applied.

Requirements for renewals:

- a. Contact Number(s)
 - b. Previous work permit
 - c. Cover letter from employer
 - d. Company stamp
 - e. Four (4) passport size photographs
6. Medical Practitioners must submit their Registration Certificates from the Ministry of Health.
 7. Successful applicants will be notified of approval and must collect a voucher at the Department of Labour and payment of fees must be made within 48 hours.

PLEASE TURN OVER  

- 8.** The Treasury receipt which is proof of payment must be presented to the Immigration Department and stamped by the Department. The receipt and voucher is then returned to the Department of Labour.
- 9.** Work permits can be collected from the Department of Labour 2-5 days after the receipt is submitted.
- 10.** Each permit must be signed for at the Labour Department before it is handed over.
- 11.** After a work permit is collected, the holder must proceed to the Immigration Department with his/her passport for the necessary endorsement.

- N.B.**
- Failure to comply would render the application incomplete and stall the process.
 - Work permits are not tourist visas and will be given only for skills that are not available or in short supply in Grenada.
 - A voucher is not a Work Permit. Persons without a valid Work Permit will be subject to Immigration Regulations.

**Department of Labour
January 2009**

DEPARTMENT OF LABOUR

SUBJECT: FOREIGN NATIONALS AND COMMONWEALTH CITIZENS (EMPLOYMENT) (AMENDMENT) REGULATIONS, 2008 INCREASED FEES FOR GRANT OF WORK PERMITS.

Please be advised that effective 9th January, 2009 Statutory Rules and Orders (SR&O) No. 26 of 2008 Foreign Nationals and Commonwealth Citizens (Employment) (Amendment) Regulations was Gazetted. The SR&O details:-

1. Citizens of or persons who belong to Anguilla, Antigua, the Bahamas Islands, Barbados, Belize, Bermuda British Virgin Islands, Dominica, Guyana, Jamaica, Montserrat, St. Christopher & Nevis, St. Lucia, St. Vincent and the Grenadines, and Trinidad & Tobago shall pay a Work Permit fee of **\$1,000.00. (Old fee \$500.00).**
2. Citizens of or persons who belong to, Commonwealth countries other than those mentioned in paragraph (1) above, Member States of the European Economic Community and the United States of America shall pay a Work Permit fee of **\$3,000.00. (Old fee \$1,500.00).**
3. Persons other than those mentioned in paragraphs (1) and (2) above shall pay a Work Permit fee of **\$5,000.00. (Old fee \$2,000.00).**
4. The Application Forms for persons making application for Work Permits shall be a non-refundable fee of **\$10.00. (Old fee \$4.00).**
5. Subject to these Regulations a Work Permit shall be valid for a period of twelve (12) months.

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Eunice E. Sandy-David
PERMANENT SECRETARY

January 2009

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- a) Contact Number(s)
- b) Police Record/Clearance
- c) Letter from prospective employer; addressed to the Minister for Labour, thru. Permanent Secretary, Ministry of Labour.
- d) Character reference from previous employer or reputable person if no previous employment
- e) Four (4) passport size photographs (2x2.5 and of International Standard)
- f) The name of the applicant must be written at the back of the photographs
- g) Businesses are required to submit Registration Certificates
- h) A Company stamp must be applied to the form

2. Requirements for renewals

Contact Number(s)

Previous Work Permit

Cover letter from employer

Company stamp

Four (4) passport size photographs