

Con# 945

MINISTRY OF LABOUR

GUIDELINES FOR THE COMPLETION OF WORK PERMIT APPLICATION (S)

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. Applicants will be notified as to the status of their applications where the processing time may exceed the above.
5. Requirements for new applications:
 - a) Completed application forms in quadruplicate
 - b) Police Record/Clearance **"must be ORIGINAL."** and from the country of citizenship and from the last country where the applicant was a resident for more than six (6) months.
 - c) Certificates of qualification.
 - d) Letter from prospective employer; addressed to the Minister for Labour, thru Permanent Secretary; Ministry 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, (copy.)
 - h) A Company or employer stamp on application form
 - i) Copy of passport which includes the data page, along with the details of the last date of arrival or extension if any in Grenada
 - j) Recent Tax and Vat receipt
 - k) Recent N.I.S. receipt

Requirements for renewals:

- a. Complete application forms in quadruplicate
- b. Previous work permit
- c. Cover letter from employer
- d. Company or employer stamp on the application form
- e. Four (4) passport size photographs
- f. A Copy of passport which includes the data page, along with the details of the last date of arrival or extension if any in Grenada.
- g. Recent Tax and Vat receipts
- h. Recent N.I.S. receipt



6. Medical Practitioners must submit their Registration Certificates from the Ministry of Health.
7. Applications of concerns will be forwarded to the Immigration Department for verification. After clearance the Minister thru Immigration Department, may choose to approve or deny the issuance of the Work Permit.
8. Successful applicants will be notified of approval and must collect a voucher at the Ministry of Labour and payment of fees must be made within 48 hours. Any problem that prohibited payment must be reported to the Ministry before the expiration of the 48 hours. The Minister may agree on an extension where necessary.
9. Persons not completing the process in the agreed timeline may have their approval cancelled.
10. The Treasury receipt which is proof of payment must be returned to the Ministry of Labour for continued processing of the Work Permit.
11. Work Permits can be collected from the Ministry of Labour 2-5 days after the receipt is submitted.
12. Each permit must be signed for at the Ministry of Labour before it is handed over.
13. After a Work Permit is collected, the holder must proceed to the Immigration Department with his/her passport for the necessary endorsement.
14. Where serious concerns are raised by the Immigration Department, the Minister may choose to cancel the Work Permit Approval.
15. Persons who may qualify for Exemptions under the relevant agreements must provide document of proof in order to enjoy this benefit.
16. Work Permit shall not be granted to people who are illegal on island unless status is regularized.

- N.B.**
- Failure to comply with any instructions in this document would render the application incomplete and stall the process.
 - Work Permits will be given only for skills that are not available or in short supply in Grenada
 - Persons without a valid Work Permit will be subject to Immigration Regulations.
 - Available position/s should be advertised locally, before making an application for work permit(s). Evident of same should be produced.

Ministry of Labour/July 2013

