

WORK PERMIT (NEW)



Non-Bahamian nationals who are desirous of working and living in The Bahamas for a period greater than 90 days, must first be authorized to do so by way of a valid work permit issued by the Department of Immigration. Persons wishing to work for up to 90 days must apply for a short term work permit.

Annual Work Permit Application Requirements:

- **\$200.00 non-refundable processing fee** (payable by cash, credit/debit card, postal money order or bank certified cheque)
- **Letter of Request addressed to the Director of Immigration**
- **Duly completed First Schedule Form 1 application** with \$10.00 Bahamian postage stamp affixed thereon (legible and notarized)
- Applicant's original **medical certificate** (dated not earlier than 30 days before submission of the application. Required for every applicant)
- Applicant's original **police certificate** (issued not earlier than six (6) months and must cover five (5) years of residence; required of applicants 14 years old and over)
- **Two (2) current passport photographs of applicant** on white background with name printed on back of photo (captured within six (6) months of application date; photo size must be 2 X 2 inches)

- Copy of the biographical data page of **applicant's CURRENT passport** (must be signed and readable with minimum of two (2) months validity)
- Copy of biographical data page of **Employer/Sponsor's current passport** (if employer is a non-Bahamian, evidence of immigration status is also required)
- **Labour Certificate with Notification of Vacancy** from the Department of Labour-Bahamas.
- Nationally circulated **newspaper advertisements** (must be advertised for three (3) consecutive days)
- **Two (2) written references from previous employers** (provide telephone contacts and email addresses)
- **Letter of release** from applicant's previous employer of (if applicable)
- Copy of **VALID Business License, Certificate of Incumbency or Certificate of Incorporation** of Employer/Sponsor
- Copy of **Employer/Sponsor's National Insurance Card/Certificate**

For accompanying Dependents, apply for Permit to Reside.

Additional Documents Required By Certain Companies (Please Inquire):

- Certified copies of qualifications in relation to post being applied for
- Staff list comprising of each employee's name, position and nationality
- Name of Bahamian understudy for position being applied for
- Entertainers must have letter of authorization from The Bahamas Musician & Entertainers Union
- Doctors must have letter of authorization from The Bahamas Medical Council
- Nurses must have letter of authorization from The Bahamas Nursing Council
- Dentists must have letter of authorization from The Bahamas Dental Council
- Pharmacists must have letter of authorization from The Bahamas Pharmacy Council
- Accountants must have letter of authorization from The Bahamas Institute of Chartered Accountants
- Attorneys must have letter of authorization from The Bahamas Bar Association
- Veterinarians require a Valid Temporary Veterinary Registration from Bahamas Department of Agriculture
- Pilots must have a license or letter of authorization from Bahamas Civil Aviation Authority (BCAA)

All further correspondence should be addressed to:

Director	of	Immigration
P.O.	Box	N-831
Nassau, Bahamas		

Please **note** **that:**

1. Certified translations in English are required for each foreign document submitted and should have a **Bahamian \$10.00 postage stamp** affixed thereto.
2. **Translations must be prepared by someone proficient in the relevant foreign language.**
3. Persons applying for status in first instance **should not** be in the country during the processing of the application.

Eligibility

Any non-Bahamian who wishes to work in The Bahamas for **a period that exceeds 90 days**

Processing **Time**

Once the actual application has been accurately and completely submitted, applicant should contact the **Consultation Unit at 604-0241/2** within a 8 to 12 week period for an update of the process of the application.