

# Emergency Work Permit

## Overview

Any non-citizen who requires the immediate employment or other engagement in an occupation for reward or profit for a period not exceeding three (3) months.

## Who is eligible?

Non-citizens

## How do I get this service?

- Download, complete the Emergency work permit form and submit with supporting documents to the nearest office
  - After vetting and assessment, the client will be notified if approved
- Emergency and they can collect permit.

## What supporting documents are required?

### Three (3) months Emergency Work Permit

- Copy of job advert not older than six (6) months old.
- Contract of employment.
- Application letter for work (signed).
- Letter of offer or appointment letter.
- Applicants' Curriculum vitae (CV).
- Certified copies of educational certificates. Please note that all certificates in foreign languages must be translated to English and be confirmed by Botswana Qualification Authority.
- Certified copy of a valid passport – biographic data page (picture, passport number, date of birth, birth place, expiry, etc.)
- 2 x Passport-size photos (with a white background).
- Clearance from relevant professional regulatory bodies
- Letter from the patient's doctor (Nurse Aid/ Care taker).
- Supporting letter from relevant Ministries for government projects
- CV for understudies

### Up to seven (7) days Emergency Work Permit?

- Supporting letter
- Certified copy of a valid passport – biographic data page (picture, passport number, date of birth, birthplace, expiry, etc.)

## How long will this service take?

14 days

## How much does it cost?

### Three (3) months Emergency Work Permit

- BWP 1,000.00

### Up to seven (7) days Emergency Work Permit?

- No cost

## Where can I obtain this service?

Ministry of Employment, Labour Productivity and Skills Development

Head Office, Block 8, Government Enclave, Khama Crescent  
Private Bag 516, Gaborone, Botswana  
Tel: **+(267) 373 2700 / 2600**  
Fax: **+(267) 397 5665**

### **Where can I get more information on this Service**

#### **District Contact Numbers**

Department of Labour and Social Security  
Head office, Gaborone  
Tel. **+(267) 37372772**

Gaborone Regional Labour Office I Tel. <b>+(267) 3971406</b>	Gaborone Regional Labour Office II Tel. <b>+(267) 3956019</b>
Francistown Regional Labour Office Tel. <b>+(267) 2416933</b>	Lobatse Regional Labour Office Tel. <b>+(267) 5332569</b>
Maun Regional Labour Office Tel. <b>+(267) 68622705/2418</b>	Selibe Phikwe Regional Labour Office Tel. <b>+(267) 2611598</b>
Serowe Regional Labour Office Tel. <b>+(267) 4632579</b>	Kasane Regional Labour Office Tel. <b>+(267) 6250216</b>

Opening hours: 7:30 am to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.