

Work Permit Application

Overview

This service gives a non-citizen permission to work in Botswana for a reward or to invest in Botswana for profit.

Who is eligible?

Non-citizens

How do I get this service?

- Download, complete the Work permit application form and submit with supporting documents to the nearest Labour Office
- Collection of Work permit after notification if approved
- Applicant can check after service collection period

What supporting documents are required?

- Copy of job advert not older than six 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

Additional requirements unique to certain professions

- Extra Heavy Duty Driver - Copy of Botswana Driver's License or copy of classifications from the Department of Transport, Motor Vehicle Registration Book for vehicles and trailers, B A permits for trucks, P A permits for public transport and list of vehicles and transport permit numbers
- Farm Worker - Farm Certificate/Title deed/ Lease Agreement, Brand Certificate and proof of livestock ownership, Employer's copy of certified National Identity Card (Oman)
- Seasonal Agricultural Worker for a period not exceeding 6 months - Farm Certificate/Title deed/ Lease Agreement, Brand Certificate and proof of livestock ownership, Employer's copy of certified National Identity Card.

Professional or regulatory bodies (attach as annexure)

- Medical Field - permission from the Botswana Nursing Council, the

Midwifery Council of Botswana, Botswana Health Profession Council or the Ministry of Health

- Teaching Field - permission to teach from the Ministry of Education, qualification evaluation from the Botswana Qualification Authority (BQA)
- Accountants - clearance from the Botswana Institute of Chartered Accountants (BICA)
- Footballer - clearance from the Botswana Football Association or Premier League
- Pilot - clearance from the Civil Aviation Authority of Botswana
- Engineers - Membership from Engineers Registration Board

Investors

- Proof of investment by provision of Bank Statement
- Lease agreement/ proof of place of operation
- Company registration documents
- List of employees and their identifications, National identity card (Omang) for Citizens and certified copies of Work and Residence permits for Non- Citizens
- List of valued assets (attach certified copies of registration books for vehicles)
- Copy of certified valid Trade licence
- Certified copies of valid passport, biographic data page (picture, passport number, date of birth, birthplace, expiry, etc.)
- Company profile
- Current bank statement certified by the bank
- 2 x Passport-size photos (with a white background)

How long will this service take?

Fourteen (14) working days

In case of renewal of work permit for employee and investor

- Above requirements for work permit apply
- Letter of renewal of contract
- Copies of both work and residence permits

NB: Application for Renewal is to be submitted six (6) months before expiry of work permit

How much does it cost?

- Work Permit fee - BWP 1,500.00
- Work Permit renewal fee - BWP 1,500.00
- Work Permit Replacement/ Duplicate fee - BWP 1,500.00
- Late renewal submission fee - BWP 500.00 + BWP 20.00 each day after expiry of permits

Where can I get more information on this Service

District Contact Number

Department of Labour and Social Security Head office, Gaborone Tel. (+267) 37372772	Gaborone Regional Labour Office I Tel. (+267) 3971406
Gaborone Regional Labour Office II Tel. (+267) 3956019	Francistown Regional Labour Office Tel. (+267) 2416933
Lobatse Regional Labour Office Tel. (+267) 5332569	Maun Regional Labour Office Tel. (+267) 68622705/2418
Selibe Phikwe Regional Labour Office Tel. (+267) 2611598	Serowe Regional Labour Office Tel. (+267) 4632579
Kasane Regional Labour Office Tel. (+267) 6250216	

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