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***Guidelines for submitting Applications for individuals and group applicants***

***1 group refers to 10 or more applicants***

***Work Permits for Non-nationals***

**Updated at July 2024**

Work Permits applications must be submitted, **at least six (6) weeks, prior** to the date on which the proposed employee is required to assume duties.

1. Section 10(1) of the Immigration Regulations Act, Chap 18 states that:  
**no person** other than—
  - (a) a citizen of Trinidad and Tobago;
  - (b) a resident of Trinidad and Tobago; or
  - (c) a person entering Trinidad and Tobago to engage in gainful occupation for one period not exceeding thirty days in every twelve consecutive months,**shall engage in any profession, trade or occupation whether for gain or not in Trinidad and Tobago or be employed in Trinidad and Tobago unless there is in force in relation to him a valid work permit.**
2. Regulation Section 13(1) of the Immigration Act, Chap 18: states in the case of a self-employed person or a person, whose employer is not carrying on business in Trinidad and Tobago, the application for a work permit may be made on his behalf by an Attorney-at-law practising in Trinidad and Tobago.
3. All work permit applications (**both individual and group applications**) are **processed online**. The following links guide further on the online process:

[Work Permit](#)

[Group Work Permits](#)

[Extension of Work Permit](#)

[Extension of Group Work Permits](#)

[Extension of Work Permit – without original](#)

[Extension of Group Work Permits – without original](#)

4. The following **must** be submitted when applying for a work permit-
- (a) a covering letter from the prospective Employer, requesting the work permit and including a justification on **why a national cannot be hired** to perform in the specified job.  
The covering letter can include a description of the scope of work to be undertaken, and where applicable excerpts of contract between companies or letter of such support.
  - (b) application forms completed and signed by both the proposed employee and the prospective employer.
  - (c) Form WPA 1A- outlining details of Non-Nationals employed in Professional, Managerial and Senior Technical positions *(to be used in cases where the 'Application for a Work Permit or Extension of a Work Permit' form cannot accommodate the number of entries to be submitted).*
  - (d) Form WPA 1B -outlining details of Trinidad and Tobago Nationals employed in Professional, Managerial and Senior Technical positions *(to be used in cases where the 'Application for a Work Permit or Extension of a Work Permit' form cannot accommodate the number of entries to be submitted).*
  - (e) Two (2) character references (previous employer and personal reference dated **no older than six (6) months**. Referees should know the applicant for at least one (1) year.
  - (f) Copy of employee's passport bio data page **and last immigration entry/extension stamp or departure details.**
  - (g) A Police Certificate of Character, **dated no older than six (6) months** from the person's **country of origin or place of domicile during the period of five years** previous to the date of application. If sourced online, the Certificate must be from the **Authorized Body and contain a QR code** dated no older than six (6) months or validity period listed on the document. A Fingerprint Search must also be submitted.
  - (h) As necessary, documents need to be notarized., and translated into English by a certified translator.
  - (i) Curriculum Vitae and proof of qualifications.
  - (j) One (1) passport size photograph of the prospective employee.

- (k) Proof of Advertisement for the job for which the work permit application is being made.

This advertisement must not be smaller than 3” x 5” (Section 32 and item (ii) at the bottom of page 3 refer).

The advertisement should include a proper description of the job, required level of education and number of years’ experience required.

The newspaper advertisement payment receipt.

The advertisement must **run for at least seven (7) days** in the daily newspapers.

**“Applicants are also required to submit a copy of the application to: Chief Manpower Officer, Ministry of Labour, 50 – 54 Duke Place, Duke Street, Port of Spain.**

- (l) An evaluation report on all applications received and interviews conducted. Copies of resumes of the candidates are to be attached.
- (m) Tax Clearance Certificate ‘Form C’ from Inland Revenue if previously employed with another company in Trinidad and Tobago.
- (n) Investor and Self-Employed persons must submit proof of ownership of the business or Directorship of the respective company, as follows:
- (i) In the case of a sole trade or partnership a copy of the Certificate of Registration of the business and evidence of having registered with the Board of Inland Revenue. (BIR File Number)
  - (ii) In the case of the company, all incorporation documents must be submitted, these include:
    - Certificate of Incorporation of the Company
    - Articles of Incorporation
    - Notice of Directors
    - Notice of Address
    - Notice of Secretary
    - Declaration of Compliance and any special resolution registered with the Company Registry.
    - Declaration of Investment/Assets being injected into the economy of Trinidad and Tobago

The Annual Return must be submitted for renewal of the Work Permit together with all documents listed in the paragraph below.

- (o) Official receipt evidencing payment of the processing fee of TT\$600.00. While online payment is the preferred method, in-person payments (*via cash or certified cheque*) will be accommodated at Temple Court II, 52-60 Abercromby Street, Port of Spain.
- (p) Application forms must be completed in its entirety. **Incomplete applications will not be processed.**

5. **For Group applications the following must be submitted:**

- Completed Group Application form;
- Completed Work Permit Group Application form 3B (WPGA Form 3B) outlining details of the prospective employees;
- Where necessary, completed Work Permit Group Application form 3C (WPGA Form 3C) outlining details of person(s) accompanying the prospective employees;
- Covering letter to include:   o Name of Company   o Address of Company   o Telephone number of Company
  - Brief description of the Company's activities

**Supporting Documents to be submitted are: -**

- (i) Copy of Registration of Company
- (ii) Copy of Contract
- (iii) Copy of Police Certificate of Character which must be **not be more than six (6) months old.**
- (iv) Copy of passport bio-data page and last entry stamp entering Trinidad and Tobago
- (v) Two (2) Character references (Previous employer and personal reference dated **no older than six (6) months**).

6. **Extension of Work Permits**

All applications for extensions must be submitted, **no later than two (2) months, prior** to the expiration date.

The following documents must be submitted:

- Covering letter stating why the extension is required., and stating

- Receipt of the application fee of \$600.00
- Tax Clearance Certificate “Form C”
- A copy of the last work permit
- A copy of advertisement which cannot be smaller than 3” x 5”. The advertisement should include “**Applicants are also required to submit a copy of the application to: Chief Manpower Officer, Ministry of Labour, 50-54 Duke Place, Duke Street, Port of Spain.**”

7. When a Work Permit is approved, the duration fee is **TT\$450.00** per month. The **total sum** for the approved period **must be paid before** the Work Permit is processed. While online payment is the preferred method, in-person payments (via cash or certified cheque) will be accommodated at Temple Court II, 52-60 Abercromby Street, Port of Spain. The receipt of payment must be produced in order to collect the Work Permit. A Work Permit **must be paid** for and collected **within 6 months of the approval** date.

8. When a Work Permit is refused, a letter to this effect is immediately dispatched to the Employer/Attorney.

9. Queries and concerns can be directed to [eworkpermithelpdesk@mns.gov.tt](mailto:eworkpermithelpdesk@mns.gov.tt).

## **ENERGY SECTOR APPLICATIONS INFORMATION REQUIREMENTS**

**NAME OF APPLICANTS:**

**POSITION:**

**COMPANY:**

The following information must be urgently submitted:

1. Detailed resume (including academic certificates) for applicant.
2. Detailed description of applicant.
3. Copies of advertisements for position in the local newspaper/s.
4. Detailed letter/document outlining reasons why understudy requirement must be waived.
5. Name/s of understudy/understudies.
6. Detailed resume (including academic certificates) for understudy/understudies.
7. Detailed job description of understudy/understudies.
8. Description of method used to select understudy/understudies.
9. Detailed description of training programme for understudy/understudies.  
(Classroom and on-the-job-training)
10. Competency to be acquired by the understudy/understudies.
11. Time expected for acquiring such competency.
12. Detailed description of the method of assessment/evaluation of the progress of the understudy/understudies with respect to the proposed training proposed.
13. Organizational Chart showing position of applicant and understudy/understudies.
14. Supporting letter/document from the company hiring the applicant outlining in detail reasons for the need for applicant and expected outcomes from the assignment.
15. Copy of valid STCW “95 Certification
16. Copies of valid Marine Licenses.
17. Proof of registration with the Land Survey Board of Trinidad & Tobago. in accordance with the Land Surveyors Act, 1996)
18. Detailed letter/document outlining reasons for extension of Work Permit.
19. Letter/Document outlining reasons why understudy/understudies is/are not yet considered prepared to occupy position.
20. Copies of Assessment/Evaluation of understudy/understudies to be signed by both mentor and understudy.

## Frequently Asked Questions (FAQS)

### 1. What should the cover letter entail?

- ❖ Brief history of company with letter head for company.
- ❖ Reason for the request for a work permit.
- ❖ Why a national cannot be hired.
- ❖ Duration of work permit.

### 2. What police certificates of character are accepted?

A Police Certificate of character no older than 6 months or valid up to the expiration date listed in the report must be submitted from the person's country of origin or place(s) of domicile for over six (6) months during the period of five years prior to the date of the application.

Finger print reports cannot be sourced from the internet.

All places of residence were captured on the applicants CV should have a corresponding PCC.

*NB- In some countries, for example Colombia and Brazil, applications for police certificates are made via the internet, **however**, the report is issued by the Ministry of National Security agency.*

**Finger print searches** should be submitted for:

- The United Kingdom and its dependents (*ACRO checks are to be produced.*).
- United States of America (*FBI Report*)
- Canada (*RCMP report states that finger prints were compared*)
- Philippines (*report issued by the Department of Justice, National Bureau of Investigation*)
- Mexico (*Ministry of Interior*)
- Malaysia and Indonesia (*the fingerprint report has the applicant's thumbprint*) and any other country that conducts such searches.

To know:

- EU countries do not issue finger print search reports therefore a police certificate from the Ministry of relevant national security agency is accepted.

- Venezuela does not issue fingerprint search reports because all citizens are finger printed when applying for identification cards. The police reports are issued from the Ministry of Popular Power of Interior, Justice and Peace.
- India does not issue fingerprint search reports because all citizens are finger printed when applying for passports. The police reports are issued from the Ministry of External Affairs.

Any countries that are not listed here to provide what the country/countries provide.

**3. Who can notarize applicant's documents?**

**Niherst, COSTAATT, UWI.**

**4. Does a Director or Owner of a company need to advertise?**

No

**5. How long does an applicant need to be in the country to provide a Tax Clearance?**

Over one hundred and eighty (180) days.

**6. How can payments for work permit processing and collection of Work Permits be made?**

- ❖ Online via TTBizlink
- ❖ Cash at the Ministry of National Security, 52-60 Abercromby Street, Port of Spain.
- ❖ A Certified Cheque made payable to the Permanent Secretary, Ministry of National Security.