



MINISTRY OF NATIONAL SECURITY

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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

Work Permits applications must be submitted at least four (4) weeks, prior to the date on which the proposed employee is required to assume duties.

1. In accordance with the Laws of the Republic of Trinidad and Tobago, chapter 18.01, section 10, subsection 1, **non-nationals should not be employed without a valid work permit.**
2. In the case of a self-employed person or person whose employer is not carrying on business in Trinidad and Tobago the application for a work permit should be made on his or her behalf by counsel or solicitor practitioner in Trinidad and Tobago
3. The following documents must be submitted when applying for a work permit:-
 - (a) Covering letter (original and 7 copies) from the prospective Employer. (This must set out the reason for the request for a Work Permit and why a national cannot be hired).
 - (b) Original and seven (7) copies) of application forms completed and signed by both the proposed employee and the prospective employer at sections 23 and 33 respectively.
 - (c) Original and seven (7) copies of 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) Original and seven (7) copies of 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) A character reference from a previous employer. Original and 7 copies each.
 - (f) Copy of a bio-data page of applicant's passport

(g) A Police Certificate of character from the person's country of origin or place of domicile during the period of five years previous to the date of application. An original of this certificate and 7 copies must be provided with applications for Work Permits for more than 3 months.

(h) Curriculum Vitae and proof of qualifications, (Reference is made to item (ii) at the bottom of page 3 of the application form). Seven (7) copies of these documents are required with the application.

(i) Three (3) passport photographs of the prospective employee which must be attached at the top right hand corner of the first three (3) Application Forms.

(j) Proof of Advertisement for the job for which the work permit application is being proposed to fill which cannot be smaller than 3" x 5" (Section 32 and item (ii) at the bottom of page 3 refer). The advertisement should run for at least one week in the daily newspapers. **"Applicants are also required to submit a copy of the application to: Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 11, Riverside Plaza, Besson Street, Port of Spain."**

(k) An evaluation report on all applications received and interviews conducted must also be submitted.

(l) Application forms must be completed in its entirety. **Incomplete applications will not be accepted.**

(m) The official receipt as payment of the application fee of TT\$600.00 to the Ministry of National Security, 31-33 Abercromby Street, Port of Spain.

(n) **All applications must be provided in the following order: Covering letter, Application form and supporting documents at the back. Eight (8) batches (Original and 7 copies).**

4. In the case of an application for an Extension of a Work Permit, the following are required:

(a) Applications must be submitted at least one (1) month before the expiry date of the current work permit.

(b) When a Work Permit expire an application for extension must be made **no later than six (6) months after the expiration date**. The following documents should be submitted:

- Covering letter stating why the extension is required.
- Receipt of the application fee of \$600.00.
- Tax clearance Certificate "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 & Small and Micro Enterprise Development, Level 11, Riverside Plaza, Besson Street, Port of Spain.”**

(c) Original and seven (7) copies of a covering letter from the requesting Company/prospective employer stating why the extension is required and also naming the national who is understudying that position. (reference is made to section 31 of page 3 of the application form).

(d) The original receipt of the application fee of TT\$600.00 from the Ministry of National Security, 31-33 Abercromby Street, Port of Spain.

(e) A copy of the last work permit – (7 copies)

(f) Tax Clearance Certificate ‘C’ from Inland Revenue. Original and seven (7) copies

5. When a Work Permit is approved, the fee payable is TT\$450.00 per month, i.e. \$5,400.00 per annum. This fee is payable to the Cashier, Ministry of National Security, 31-33 Abercromby Street, Port of Spain. The receipt of payment must be procured in order to collect the Work Permit.

6. When a Work Permit is refused, a letter to this effect is immediately despatched to the applicant.

7. For Group applications the following documents 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:
 - Name of Company
 - Address of Company
 - Telephone number of Company
 - Brief description of the Company’s activities

Supporting Documents to be submitted are: -

- (1) Copy of Registration of Company
- (2) Copy of Contract
- (3) Copy of Bond

Work Permit Secretariat
MINISTRY OF NATIONAL SECURITY

MINISTRY OF ENERGY AND ENERGY INDUSTRIES

REPUBLIC OF TRINIDAD AND TOBAGO

INFORMATION REQUIREMENTS – WORK PERMIT APPLICATIONS

NAME OF APPLICANTS:

POSITION:

COMPANY:

The following information (marked X) 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/ies.
6. Detailed resume (including academic certificates) for understudy/ies.
7. Detailed job description of understudy/ies.
8. Description of method used to select understudy/ies.
9. Detailed description of training programme for understudy/ies.
(Classroom and on-the-job training)
10. Competency to be acquired by the understudy/ies.
11. Time expected for acquiring such competency.
12. Detailed description of the method of assessment/evaluation of the progress of the understudy/ies,
with respect to the proposed training proposed.
13. Organization Chart showing position of applicant and understudy/ies.
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/ies is/are not yet considered prepared to occupy position.
20. Copies of Assessment/Evaluation of understudy/ies.

REMARKS