STEPS TO BE TAKEN WHEN APPLYING FOR A WORK PERMIT

- Work Permit process takes time. Therefore to ensure timely delivery of your Work Permit, apply at least two (2) months prior to the date you are desirous of commencing work in St. Lucia or wish to renew your Work Permit.

- The Work Permit Application Form MUST be thoroughly and correctly completed. Provide ALL details requested. Write “N/A” for sections that are not applicable. Incomplete forms will NOT be accepted.

- Applicants MUST include his/her contact information. Ensure that your address here is as precise as possible. Providing a telephone or cell phone number will facilitate faster processing of your work permit.

- Submit any documents you may have which support your need for a work permit (renewal) e.g.
  - Letter explaining purpose and duration
  - Copy of expired work permit

  Once more make sure that ALL QUESTIONS are answered correctly on the Application Form.

  - Bring along and attach the following (where applicable):
    - Police record from country where applicant last resided. For Renewal and police record from St. Lucia;
    - Copies of certified documentary proof of my qualifications.
    - Copy of Trade License, if any;
    - Copies of advertisement for the posts;
    - Letter from income Tax Office (in the case of renewal);
    - One passport size picture;
    - Letter from employer;

- When the Work Permit Application is processed, you will be informed of the Minister’s Decision. If approved, information will be forwarded to you regarding payment of fees.

- Upon payment of Work Permit fees, please ensure that your receipt from the Accountant General (Treasury Department) INCLUDES a copy of the “A” Form (which was forwarded to you upon notification for approval).

- Return the “A” Form from the Treasury Department with the receipt to the Work Permit office for preparation of your work permit.

- **DO NOT ENGAGE YOURSELF WHILE THE APPLICATION IS BEING PROCESSED!!!**

*Working without a Work Permit or falsifying information is a violation of the Labour laws of St. Lucia.*