



MINISTRY OF NATIONAL SECURITY

52-60 Abercromby Street, Port of Spain.
Ph. – 627-1032/625-2864/624-0291 Fax – 624-2342
Website – www.nationalsecurity.gov.tt

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 six (6) 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. Please be informed that all work permit applications (**both individual and group applications**) can only be processed online.
4. The following documents must be submitted when applying for a work permit:-
 - (a) Covering letter 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) 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**).

- (f) Copy of employee's passport bio data page **and last immigration entry stamp.**
- (g) A Police Certificate of character (**dated no older than six (6) months neither sourced from the internet**) 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 must be provided with applications for Work Permits for more than 3 months. A Fingerprint Search must also be submitted.
- (h) Documents need to be notarized.
- (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 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 Enterprise Development, 50 – 54 Duke Place, Duke Street, Port of Spain.**
- (l) An evaluation report on all applications received and interviews conducted must also be submitted.
- (m) Application forms must be completed in its entirety. **Incomplete applications will not be accepted.**
- (n) The official receipt evidencing payment of the application fee of TT\$600.00 (**Cash/Certified Cheque only**) made out to the Permanent Secretary, Ministry of National Security, payment to be made at Temple Court II, 52-60 Abercromby Street, Port of Spain.
- (o) The Work Permit Secretariat, Ministry of National Security (MNS) advises Work Permit applicants to submit all payment receipts, along with acknowledgements via email @ eworkpermithelpdesk@mns.gov.tt or place copies of these in the Dropbox provided in the Lobby area at Temple Court II.
For further information, please contact MNS via the following channels:
Help Desk by email eworkpermithelpdesk@mns.gov.tt ; or by phone at 623-2441/5 extensions 13000 to 13010.
- (p) **All applications must be provided in the following order: Covering letter, Application form and supporting documents at the back. (English translation by certified translator).**
- (q) Tax Clearance Certificate 'Form C' from Inland Revenue if previously employed with another company in Trinidad and Tobago.

(r) 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.

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

5. Applications for Individual Work Permits can only be electronically submitted. The following link can be used to obtain further information:

<https://www.ttbizlink.gov.tt/tntcmn/faces/pnu/PnuIndex.jsf>

6. All applications for extensions must be submitted no later than two (2) months prior to 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 “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 & Small and Micro Enterprise Development, 50-54 Duke Place, Duke Street, Port of Spain.”**

(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).

- (b) The original receipt of the application fee of TT\$600.00 from the Ministry of National Security, Temple Court II, 52-60 Abercromby Street, Port of Spain.

7. When a Work Permit is approved, the fee is **TT\$450.00** per month. The **total sum** for the approved period **must be paid** before the Work Permit is processed. The fee may be made in cash/certified cheque only. The certified cheque must be made to the Permanent Secretary, Ministry of National Security and paid to the Cashier, Ministry of National Security, 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. For Group applications the following documents must be submitted: (All applications must be submitted online also)

- 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: -

- (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**).

10. Group applications (**ONLY**) packages are to be submitted to Energy addressed to the Senior Planning Officer. (**Energy RELATED MATTERS**).

This amendment comes into effect from **December 01, 2021**.

**MINISTRY OF ENERGY AND ENERGY AFFAIRS
REPUBLIC OF TRINIDAD AND TOBAGO**

INFORMATION REQUIREMENTS-WORK PERMIT APPLICATIONS

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

Email: eworkpermithelpdesk

Frequently Asked Questions (FAQS) for Help Desk

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 are accepted?

(see below)- 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?

- ❖ 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.

Finger Print searches – 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.

Review the CV to ensure that police certificates for all places of residence were captured.

Re: internet searches- Finger print reports cannot be sourced from the internet.

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.

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.

The finger print searches should however be submitted for:

The **UK** and its dependents (NPCC report states that finger print search was conducted)

USA (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 all other countries that conducted such searches.

Trinidad and Tobago police certificates are valid for **six (6)** months.