

# E-WORK PERMIT



This e-service allows Applicants to electronically submit applications for Work Permits and Work Permit Extensions to the Work Permit Secretariat (WPS) of the Ministry of National Security (MNS). An applicant can be: (i) A company or institution in Trinidad and Tobago (T&T) that wishes to employ a foreign national; or (ii) Attorneys-at-Law practicing in T&T making applications on behalf of self-employed persons or a person whose employer is not carrying on business in T&T. Regulation 10 (1) of the Immigration Act, Chapter 18:01 requires that any person engaging in a profession, trade or occupation, whether for gain or not, or being employed in T&T, must obtain a work permit unless he/she is:

- (a) a citizen of T&T;
- (b) a resident of T&T; or
- (c) a person who is entering T&T to engage in gainful occupation for one period not exceeding 30 days in every 12 consecutive months.

Work permits are not required by persons who hold a CARICOM Skilled National Certificate issued in T&T by virtue of the Immigration (Caribbean Community Skilled Nationals) Act, Chapter 18:03.

## Application Process

### Stage 1: Application

1. To access the SEW system, an Applicant must first obtain a ttconnect identification number and sign up on TTBizLink for the relevant e-services he/she wishes to use, such as the Work Permit e-service. The Applicant can then apply for a TTBizLink ID.
2. The registered Applicant submits an e-application to the WPS via the TTBizLink website **[www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt)**.
3. The application must be accompanied by the relevant supporting documents:

#### INDIVIDUAL WORK PERMIT APPLICATION

##### **Supporting Employer Documents:**

Covering Letter, Advertisement Attachments (*if applicable*), Certificate of Incorporation

##### **Supporting Employee Documents:**

- Photograph of the employee
- Written Character Reference (*from the last employer*)
- Another Character Reference
- Bio-data page of Passport and the page showing the last entry in Trinidad and Tobago
- Resumé • Academic Certificate(s)
- Police Certificate of Character with respect to the previous 5 years or equivalent. (*The certificate must not be more than 6 months old*).
- Contract of Employment of Prospective Employee (*if applicable*)
- Detailed Business Plan (*if applicable*)

## GROUP WORK PERMIT APPLICATION

### **Supporting Employer Documents:**

Covering Letter, Advertisement Attachments (*if applicable*), Certificate of Incorporation

### **Supporting Employee Documents:**

- Photograph of the employee
- Police Certificate of Character (*if duration exceeds 3 months*)
- Contract of employment
- Resumé
- Academic Certificate(s)
- Bio-data page of Passport
- Written Character Reference
- Employer's Contract(s) to Perform Works (*if applicable*)

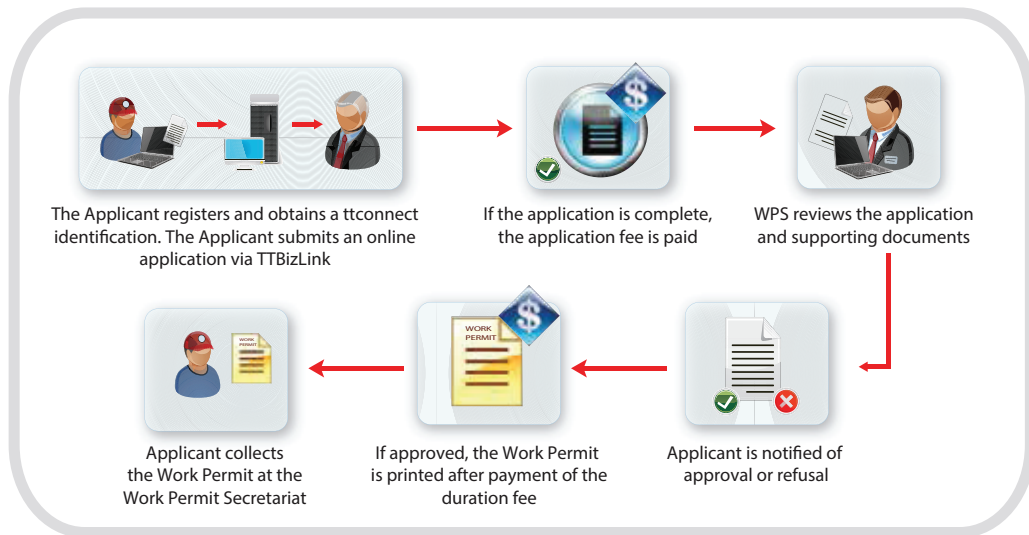
4. The company's representative presents the printed confirmation notification and pays the processing fee to the WPS cashier located at the Work Permit Secretariat, Temple Court II, 52-60 Abercromby Street, Port of Spain.
5. If no additional documents are required, e-copies of the application will then be sent through TTBizLink to members of the Work Permit Committee (WPC) and other agencies as deemed necessary by the WPS.

### **Stage 2: Approved / Not Approved**

1. The Applicant is notified via e-mail of the Minister's decision.
2. If approved, the applicant presents the printed confirmation notification and pays the stipulated duration fees. The work permit is then issued to the applicant.

### **Benefits**

- Set service standard for the processing of all applications
- Simplified process with 'one-stop' interface for all applications.
- Increased efficiency with application processing and elimination of all manual processes.



TT BizLink is led by



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### **Ministry of National Security - Work Permit Secretariat**

Temple Court, 52-60 Abercromby Street, Port of Spain, Republic of Trinidad and Tobago

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