



NO	APPLICATION FOR NEW WORK PERMIT-VOLUNTEER CHECKLIST	NEW	
		YES	NO
1	Completed and signed application form		
2	Certified copy of applicant's bio-data page of passport		
	↘ Two [2] certified photographs		
	If accompanied by family members [Proof of relationship to be submitted]		
	↘ Marriage Certificate [If legally married]		
	↘ Birth Certificate [Children]		
3	Request letter from the Organization		
	↘ Company profile/ background		
	↘ Position Description		
	↘ Roles of the position		
	↘ Special requirements for the position		
	↘ Detailed justification for the need of the position		
4	Police Report for principal applicant		
	Police Report for spouse [If applicable]		
	Police Report for child if over 18 years [If applicable]		
5	Medical Report for principal applicant [If applicable]		
	Medical Report for spouse [If applicable]		
	Medical Report for child [If applicable]		
6	Curriculum Vitae [CV]		
	↘ Certified copies of academic qualifications		
	↘ Certified copies of references for proof of work experience		
7	Contract of Employment		
8	FRCA Tax Compliance Certificate		
9	Application fees		\$452.00
For official use only			
i	C&O - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	
iii	C&O's comments on pending documents (First Vetting):	Date:	
	C&O's comments on pending documents (Second Vetting):	Date:	
Final check and endorsement			
iv	C&O Name:	Date Received:	
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.			

