



NO	APPLICATION FOR RELIGIOUS WORK PERMIT [NEW] CHECKLIST	NEW	
		YES	NO
1	Completed and signed application form		
2	Certified copy of applicant's bio-data page of passport		
	<ul style="list-style-type: none"> <li>↳ Two [2] certified photographs</li> </ul>		
	If accompanied by family members [Proof of relationship to be submitted]		
	<ul style="list-style-type: none"> <li>↳ Marriage Certificate [If legally married]</li> <li>↳ Birth Certificate [Children]</li> </ul>		
3	<b>Request letter from the Church</b>		
	<ul style="list-style-type: none"> <li>↳ Church profile/ background</li> <li>↳ Position Description</li> <li>↳ Roles of the position</li> <li>↳ Special requirements for the position</li> <li>↳ Detailed justification for the need of the position</li> </ul>		
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		
	Medical Report for spouse [If applicable]		
	Medical Report for child [If applicable]		
6	<b>Curriculum Vitae [CV]</b>		
	<ul style="list-style-type: none"> <li>↳ Certified copies of academic qualifications</li> <li>↳ Certified copies of references for proof of work experience</li> </ul>		
7	Contract of Employment		
8	Church Registration		
9	Application fees		\$452.00
<b>For official use only</b>			
i	<b>CJO - Name:</b>	<b>Date:</b>	
ii	<b>Customer - Name/Phone/E-mail:</b>	<b>Date:</b>	
iii	<b>CJO's comments on pending documents (First Vetting):</b>	<b>Date:</b>	
	<b>CJO's comments on pending documents (Second Vetting):</b>	<b>Date:</b>	
<b>Final checks and endorsement</b>			
iv	<b>CJO Name:</b>	<b>Date Received:</b>	
<b>PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED</b>			

