



FIJIAN IMMIGRATION DEPARTMENT

Applicant Declaration

1. I declare the information given is complete, correct and up-to-date.
2. I understand that a decision on this application will be made on the basis of the documentation I have provided to the Fijian Immigration Department.
3. I am aware this Application may be unsuccessful if all required documentation is not provided at time of lodgement.

Signature: _____ Date: _____

NO.	APPLICATION FOR WORK PERMIT (NEW) FOR ONE [01] YEAR AND BELOW CHECKLIST	NEW	
		YES	NO
1.	Completed and signed Application for Work Permit Form		
	<ul style="list-style-type: none"> • Request letter from the employer (in Company Letter Head) 		
	<ul style="list-style-type: none"> • Company profile/ background 		
	<ul style="list-style-type: none"> • Two (2) Certified Passport photographs (for applicant & family members, if accompanied) 		
	<ul style="list-style-type: none"> • Position Description 		
	<ul style="list-style-type: none"> • Roles of the position 		
	<ul style="list-style-type: none"> • Special requirements for the position 		
	<ul style="list-style-type: none"> • Detailed justification for the need of the position 		
2.	Police Report of Principal applicant (from country of citizenship/residence)		
	<ul style="list-style-type: none"> • Police Report of Spouse from country of origin (if accompanied) (from country of citizenship/residence) 		
3.	Medical Report for the Principal applicant		
	<ul style="list-style-type: none"> • Medical Report for the Spouse (if accompanied) 		
	<ul style="list-style-type: none"> • Medical Report for the Children(s) (if accompanied) 		
4.	Certified copy of applicant's passport bio data page		
	<ul style="list-style-type: none"> • Certified copy of spouse's passport bio data page (if accompanied) 		
	<ul style="list-style-type: none"> • Certified copy of children(s) passport bio data page (if accompanied) 		
5.	Return ticket		
6.	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> • Certified copies of academic qualifications 		
	<ul style="list-style-type: none"> • Certified copies of references for proof of work experience 		
7.	Company Registration		
	<ul style="list-style-type: none"> • Certified copy of Foreign Investment Certificate [FIC] 		
	<ul style="list-style-type: none"> • Certified copy of Investment Fiji approval 		
	<ul style="list-style-type: none"> • Certified copy of Business Registration 		

	<ul style="list-style-type: none"> Valid FRCS Tax Compliance Certificate 		
8.	Contract of Employment – Employer & Employee (start & end date to be mentioned)		
9.	Contractual Agreement with relevant local authorities <ul style="list-style-type: none"> Contractual Agreement – Employer & Relevant Local Authority 		
10.	Endorsement from relevant Authorities		
	<ul style="list-style-type: none"> Reserve Bank 		
	<ul style="list-style-type: none"> Maritime Safety Authority of Fiji [MSAF] 		
	<ul style="list-style-type: none"> Investment Fiji 		
	<ul style="list-style-type: none"> Legal Practitioners Unit 		
	<ul style="list-style-type: none"> Ministry of Education 		
	<ul style="list-style-type: none"> Fiji Hotel & Tourism Association 		
	<ul style="list-style-type: none"> Fiji Medical & Dental Association 		
	<ul style="list-style-type: none"> Ministry of Lands & Mineral Resources 		
	<ul style="list-style-type: none"> Ministry of Agriculture 		
11.	Copy of Vaccination Card		
12.	Application fees		\$452.00
13.	Email		
14.	Contact Details		
<i>For official use only</i>			
i	CSO - Name:		Date:
ii	Customer - Name/Phone/E-mail:		Date:
iii	CSO's comments on pending documents (First Vetting):		Date:
	CSO's comments on pending documents (Second Vetting):		Date:
Final checks and endorsement			
iv	CSO Name:		Date Received:
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.			