



MINISTRY of IMMIGRATION

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 Fiji Immigration Department.
3. I am aware this Application may be unsuccessful if all required documentation is not provided at time of lodgment.

Signature: _____ Date: _____

NO.	APPLICATION FOR WORK PERMIT FOR ONE [01] YEAR AND BELOW CHECKLIST	NEW	
		YES	NO
1.	Completed and signed Application “Work Permit” Form		
2.	Request letter from the employer (in Company Letter Head)		
3.	Police Report of Principal applicant (from country of citizenship/residence – (in which applicant resided for 12 months or more)		
	<ul style="list-style-type: none"> Police Report of Spouse from country of origin (if accompanied) (from country of citizenship/residence- in which applicant resided for 12 months or more) 		
4.	Medical Report for the Principal applicant (completed at least 3 months validity)		
	<ul style="list-style-type: none"> Medical Report for the Spouse (if accompanied) Medical Report for the Children(s) (if accompanied) 		
5.	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) Certified copy of children(s) passport bio data page (if accompanied) 		
6.	Signed Terms & Condition on application form		
7.	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> Certified copies of academic qualifications Certified copies of references for proof of work experience 		
8.	Company Registration (submit only once)		

9.	Valid FRCS Tax Compliance Certificate (Submit only once)			
10.	Contract of Employment – <ul style="list-style-type: none"> • start & end date • employer & employee to sign • refer to website for sample employment contract 			
11.	Project Agreement with relevant local authorities <ul style="list-style-type: none"> • Contractual Agreement – Employer & Relevant Local Authority 			
12.	Endorsement from relevant Authorities;			
	<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 Medical & Dental Association 			
13.	Application and issue fees <ul style="list-style-type: none"> • If accompanied by family members a separate issue fee of \$189.15 per person to be paid. • If accompanying child is over 18 yrs, a separate residence permit application to be lodged with the full fees (\$664.50). 		\$664.50	
	Email			
	Contact Details			
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY.				