

**WORK PERMIT APPLICATION
NON-GOVERNMENT ORGANISATIONS
(INTERNATIONAL/REGIONAL)**

Version: 02
Date: 01/01/2023

Document No.
FID-002A

Who should use this form:

You may use this form to apply for a Work Permit if you are currently employed or under offer of employment as a member of a Non-Government Organisation.

Instructions:

1. Application must be made by persons over 18 years of age.
2. This application to be filled by the Principal Applicant ONLY.
3. All documents must be submitted as per Work Permit Non-Government Organisation documentary requirements. The Department reserves all rights to acquire additional documents for further verification as and when required.
4. Where a question in a particular section does not apply to you please put NONE or N/A where applicable.
5. All documents submitted must be certified copies.
6. Providing false information in this application can lead to imprisonment or a fine or both.
7. Ensure that you include the applicable fee.
8. One form should be completed by each applicant. However, where a family member is applying for permits at the same time as principal applicant, the spouse and their children under 18 years of age may be included on the same form.

How to apply:

1. Complete this form in English using CAPITAL LETTERS.
2. You must provide the address on where you intend to live while your application is being processed. Failure to give residential address in your application will result in your application being invalid. Postal address will not be accepted as your residential address.
3. If your documents are not in English language, you must arrange them to be translated to English by an accredited translator or confirmation from your respective embassies.
4. Completed forms should be submitted to the nearest Fijian Immigration Office, Fiji Consulate Office, Embassies or lodged Online through the Fijian Immigration website www.immigration.gov.fj
5. Keep a copy of your application and all attachments for your own record.

DOCUMENT REQUIREMENTS – PRINCIPAL APPLICANT

New/Extension

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed and signed Work Permit International Organization Application Form |
| <input type="checkbox"/> | Certified copy of applicant's bio-data page of passport |
| <input type="checkbox"/> | Two [2] recent passport size photographs |
| <input type="checkbox"/> | Letter of Engagement |
| <input type="checkbox"/> | Employment Contract |
| <input type="checkbox"/> | Police Report for Principal applicant [from country of citizenship or resident] |
| <input type="checkbox"/> | Medical Report for principal applicant [6 months validity from date of lodging] |

DOCUMENT REQUIREMENTS – DEPENDENT'S (if Applicable)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Two [2] recent passport size photographs for all Dependents |
| <input type="checkbox"/> | Certified copy of Birth Certificate for all applicants |

<input type="checkbox"/>	Certified copy of Marriage Certificate for Spouse
<input type="checkbox"/>	Police Report for from country(s) of residence for the last 12 months or more (valid for 12 months or less from date of application) – For Spouse
<input type="checkbox"/>	Medical Report [6 months validity from date of lodging] for all Dependents
PLEASE ENSURE DOCUMENTS SUBMITTED ARE IN ENGLISH ONLY	
Processing Timeline: 21 Working Days	

Type or use a pen, and write in English using CAPITAL LETTERS

Tick where applicable

PART A APPLICATION INFORMATION

(To be completed by the principal applicants)

Tick One Only

- New
 Extension ► **Go to Part B**

A1. Are you currently outside Fiji?

- Yes
 No ► **Go to Part B**

A2. Intended date of arrival

A3. Is Family members also included in this Application?

- Yes ► **Ensure to complete Part C (Dependent Details) of the Application Form**
 No ► **Go to Part B**

PART B PERSONAL DETAILS

(To be completed by the principal applicants)

B1. Preferred title: (Tick **Only One** box) Mr Mrs Ms

Miss Dr Other (specify)

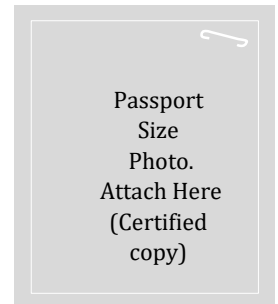
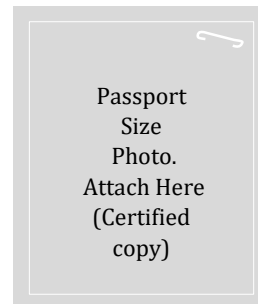
B2. Surname

B3. Given Name(s)

B4. Have you been known by any other names? (Including name at birth or previous married names)

No Yes ► Give details

i. Surname



ii. Given Name(s)

B5. Date of Birth (dd/m/yyyy)

B6. Gender

Male Female

B7. Country of birth

B8. Place of Birth

B9. Country of Citizenship

B10. Marital Status:

Married

Never married

Partner/De facto

Widowed

Engaged

Separated

Divorced

B11. Passport Number

B12. Country of Passport

B13. Date of Issue

B14. Date of Expiry

B15. Place of issue

B16. Do you have other current passport?

No Yes ► Give details

i. Passport Number

ii. Country of Passport

B17. Did you held any previous passport(s)?

No Yes ► Give details

i. Old Passport Number

ii. Date of Issue

iii. Date of Expiry

iv. Place of Issue

B18. Current Residential Address

B19. Postal Address

B20. Telephone Numbers

B21. Email Address

B22. Intended Residential Address in Fiji

PART C**DEPENDENT DETAILS***(To be completed by the Principal Applicant)**** Complete below if your Family Members are included in this Application.**

Full Names (Surname First)	Date of Birth	Country of Birth	Sex	Relationship

PART D**CHARACTER DECLARATION***(To be completed by the Principal Applicant)*

You must complete the character declaration below in full, stating whether you have any convictions or other character issues of concern. *(Tick either Yes or No)*

Conviction Offenses		Yes	No
1.	Are you and/or any of your accompanying family members currently facing charges for any offence, under investigation, or wanted by any law enforcement agency in any country, including Fiji?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever:		
a.	been convicted or found guilty of any offence(s) against the law in any country (including any conviction which is now removed from official records, or where no conviction was recorded)?	<input type="checkbox"/>	<input type="checkbox"/>
b.	been sentenced to serve a period of time in prison or other form of detention?	<input type="checkbox"/>	<input type="checkbox"/>
c.	been refused entry to, or deported, removed or extradited from any country, including Fiji?	<input type="checkbox"/>	<input type="checkbox"/>
d.	been involved in any terrorist activities or advocated similar violent activities or been a member of, or adhered to, any terrorist organization?	<input type="checkbox"/>	<input type="checkbox"/>
e.	been involved in the illicit drug trade?	<input type="checkbox"/>	<input type="checkbox"/>
f.	been the subject of a domestic or family violence order, or any other order, of a tribunal or court or other similar authority, for the personal protection of another person?	<input type="checkbox"/>	<input type="checkbox"/>
g.	been named on a sex offender register?	<input type="checkbox"/>	<input type="checkbox"/>
h.	been acquitted of any offence on the grounds of unsoundness of mind or insanity?	<input type="checkbox"/>	<input type="checkbox"/>
i.	been associated with a person, group or organisation that has been/is involved in criminal conduct?	<input type="checkbox"/>	<input type="checkbox"/>
j.	been directly or indirectly involved in, or associated with, activities which would represent a risk to national security in any other country?	<input type="checkbox"/>	<input type="checkbox"/>
k.	been charged with, or indicted for: genocide, war crimes, crimes against humanity, torture, slavery, or any other crime that is otherwise of a serious international concern?	<input type="checkbox"/>	<input type="checkbox"/>
l.	been associated with a person, group or organisation that has been/is involved in criminal conduct?	<input type="checkbox"/>	<input type="checkbox"/>
m.	been associated with an organisation engaged in violence or engaged in acts of violence (including war, insurgency, freedom fighting, protest) overseas?	<input type="checkbox"/>	<input type="checkbox"/>
n.	served in a military force, police force, state sponsored/private militia?	<input type="checkbox"/>	<input type="checkbox"/>

o.	undergone any military/paramilitary training, been trained in weapons/explosives or in the manufacture of chemical/biological products?	<input type="checkbox"/>	<input type="checkbox"/>
p.	been involved in people smuggling or people trafficking?	<input type="checkbox"/>	<input type="checkbox"/>
q.	overstayed a visa in any country, including Fiji?	<input type="checkbox"/>	<input type="checkbox"/>
r.	Are you in default of any lawfully imposed debt, or are you an undischarged bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>
Health			
s.	Are you suffering from any medical conditions or communicable disease which may pose a threat to the health and safety of the Fijian community or impose a burden on the Fijian medical system?	<input type="checkbox"/>	<input type="checkbox"/>

If answered **Yes** to any questions above ►Give full details

PART E

EMPLOYEE DECLARATION

(To be completed by the Principal Applicant)

E1. Please read the following carefully before signing. Complete this declaration if you are the principal applicant and are aged 18 years or over.

- I declare that the information I have supplied in this form is complete, true and correct in every detail.
- I understand that a decision on this application will be made on the basis of documents and statements provided.
- I am aware this application may be unsuccessful where I have not demonstrated that the criteria of the grant of the permit have been satisfied. All the required documentation demonstrating this should be provided at the time of lodgment.

Signature: _____ **Date:** _____

PART F

EMPLOYER DETAILS

(To be completed by the Employer)

F1. Name of Organisation

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F4. Address of Organisation

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F5. Nature of Organisation in detail

F6. Email

F7. Telephone

PART G

EMPLOYEE CONTRACT DETAILS

(To be completed by the Employer)

G1. Job Title

G2. Duration of Contract

Day(s) Month(s) Year(s)

G3. Start Date of employment:

G4. End Date of employment:

G5. Place of work:

PART H

EMPLOYER DECLARATION

(To be completed by the Employer)

- a. We agree to comply with all the requirements in this form and to submit all the Documents requested, therein.
- b. We agree to comply fully with the terms and conditions of the permit to employ that may be issued as a result of this application.
- c. We fully indemnify the Government of the Fiji Islands against any expense in connection with the presence in or removal from the Fiji Islands of (employee's name) and all members of his/her family who may be issued with permits by virtue of their relationship to the applicant.
- d. We will provide an Immigration Security Bond in respect of the repatriation of this employee and his/her family from the Fiji Islands when the permits are approved.
- e. We certify that all the above information is true to the best of our knowledge and belief.

H1. Name

H2. Address

H3. Contact Details

