



FIJI 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 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 <b>Application “Work Permit”</b> Form		
2.	Request letter from the employer ( <b>in Company Letter Head</b> )		
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"> <li>• Police Report of Spouse from country of origin (if accompanied) (from country of citizenship/residence- in which applicant resided for 12 months or more)</li> </ul>		
4.	Medical Report for the Principal applicant (completed at least 3 months validity)		
	<ul style="list-style-type: none"> <li>• Medical Report for the Spouse (if accompanied)</li> <li>• Medical Report for the Children(s) (if accompanied)</li> </ul>		
5.	Certified copy of applicant’s passport bio data page		
	<ul style="list-style-type: none"> <li>• Certified copy of spouse’s passport bio data page (if accompanied)</li> <li>• Certified copy of children(s) passport bio data page (if accompanied)</li> </ul>		
6.	Completed signed, stamped Terms & Condition		
7.	Curriculum Vitae [CV]		
	<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>		
8.	Company Registration ( <b>submit only once</b> )		

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