



DEPARTMENT OF IMMIGRATION

Ministry of Labour, Home Affairs and Public Safety

Appendix D - Application Checklist

CHECKLIST FOR WORK PERMIT APPLICATIONS

1. DOCUMENTS

1.1 *Covering Letters for Work Permit Initial, Renewal, Permission-in-Principle*

- Covering letter should address:
 - Description of the job vacancy
 - If the length of the work permit requested is more than one year, reasons for requesting a long-term permit
 - Where advertising is normally required: either
 - ❖ Application for the advertising requirement to be waived giving the reasons; or
 - ❖ The dates of the advertisements; and
 - ❖ Particulars of all job applicants who are Bermudians or spouses of Bermudians; i.e. name, telephone number and résumé
 - For construction workers: details of local subcontractors
 - List of documents that are being submitted with the application

1.2 *Permission-in-Principle*

- Covering letter
- Cheque for the appropriate fee for the type of work permit being applied for

1.3 *Work Permit Initial (Recruitment from Overseas) — Standard work permits*

- Covering letter
- Cheque for the appropriate fee for the type of work permit being applied for
- IQF1 – Initial Immigration Questionnaire Form fully completed
- Four passport-type photographs with the applicant's name written on the back of each
- Where appropriate a copy of the advert and the dates and name of newspaper in which it ran

N.B. The advert must be no older than three months unless Permission-in-Principle has been granted previously (six months)

- Statement of employment (required with all initial applications) **or**
- A work contract for:
 - Portuguese Nationals (English translation); or
 - Domestic workers
- Police Certificate
- Employment/training references from current and previous employers or training/education institutions

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- Character references (not less than two) from persons of good standing in their community; e.g. professional people
- Certified copies of certificates of qualification
- Certified copy of proof of citizenship
- Full-size chest X-ray plate (applicant and all accompanying dependants over the age of 12 years)
- Medical certificate of general good health (applicant and all accompanying dependants)
- Where appropriate, certified copy of marriage certificate of spouse
- Where appropriate, certified copies of birth certificates of children and other dependants
- For professionals: a letter of no objection from the relevant statutory professional body (the Minister is required by law to consult)
- All documents must be in English or English translations of foreign language documents. All translations must be by approved translators, duly signed and stamped as such.

NB: for occupations for which there is a non-statutory consultative body the department will consult with that body to determine if they have any qualified members who are looking for employment in the occupation concerned. Consultation with the body in question, by the employer, before the application is submitted should facilitate the process. Consultative bodies are listed in Appendix A to the Consultative Draft Work Permit Policies.

1.4 Work Permit Initial (Recruitment in Bermuda) — Standard work permits

- Covering letter
- Cheque for the appropriate fee for the type of work permit being applied for
- Proof of eligibility of person to seek employment, e.g. valid work permit with another employer, letter of permission to reside and seek employment, dependant's re-entry letter, etc
- If previously employed in Bermuda:
 - Letter of Release from previous employer, or
 - Reasons for not having a Letter of Release
- IQF1 – Initial Immigration Questionnaire Form fully completed
- Four passport-type photographs with the applicant's name written on the back of each
- Where appropriate, any references or qualifications not already on file
- Where appropriate, a copy of the advert and the dates and name of newspaper in which it ran
 - N.B. The advert must be no older than three months unless Permission-in-Principle has been granted previously
- Statement of employment (required with all initial applications) **or**
- A work contract for:
 - Portuguese Nationals (English translation); or
 - Domestic workers

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- Beauty industry workers; e.g. hairdresser, beautician, massage therapist, etc

1.5 *Work Permit Renewal — Standard work permits*

- Covering letter
- Cheque for the appropriate fee for the type of work permit being applied for
- Where required by policy:
 - IQF2 – Supplementary Questionnaire Form fully completed once every three years
 - Four passport-type photographs with the applicant's name written on the back of each – to accompany the IQF2
 - Copy of the advert and the dates and name of newspaper in which it ran
- Signed Statement of employment (where a statement has not been previously submitted to the Department of Immigration) **or**
- A work contract/job offer form for:
 - Portuguese Nationals (English translation); or
 - Domestic workers
 - Beauty industry workers; e.g. hairdresser, beautician, massage therapist, etc

1.6 *Work Permit Promotion — Standard work permits*

- Covering letter
- Where the request occurs at the time of renewal of the work permit, a cheque for the appropriate fee for the type of work permit being applied for; and
either
 - Where duties remain the same (Job Title Change):
 - Fee for Job Title Change
 - IQF2 – Supplementary Questionnaire Form fully completed
 - or
 - Where duties change (Job Category Change):
 - Fee for Job Category Change
 - IQF1 – **Initial** Questionnaire Form fully completed
 - Four passport-type photographs with the applicant's name written on the back of each
 - Copy of the advert and the dates and name of newspaper in which it ran, or a request for a waiver in the covering letter
- Statement of employment (required with all initial applications) **or**
- A work contract/job offer form for:
 - Portuguese Nationals (English translation); or
 - Domestic workers
 - Beauty industry workers; e.g. hairdresser, beautician, massage therapist, etc

1.7 *Work Permit Periodic*

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- Covering letter
- Cheque for the fee
- IQF1 – Initial Immigration Questionnaire Form fully completed
- Four passport-type photographs with the applicant's name written on the back of each

N.B. Holders of Periodic Work Permits are counted as visitors to Bermuda and are generally given permission to stay 21 days on arrival. If a longer period is needed, a visitor's extension form must be completed.

1.8 *Work Permit Temporary*

- Covering letter which must include"
 - the name of the business or organisation making the request (letterhead) - the client business;
 - the name of the employee;
 - date of birth of the employee
 - nationality of the employee
 - the name of the overseas business for which the employee works;
 - whether the overseas business is a branch, etc. of the client company;
 - the nature of the business to be carried out;
 - the date of arrival in Bermuda;
 - the intended date of departure from Bermuda;
 - the date work will start;
 - the date work will end; and
 - where application for a substantive work permit is likely to be made, the marital status of the employee and the number of children he or she has.
- Cheque for the fee
- Resume of employee

N.B. Holders of Temporary Work Permits are counted as visitors to Bermuda with permission to stay up to three months. Only one renewal (extension) is possible as visitors are permitted by law to remain in Bermuda for a maximum of six months.

1.9 *Entertainers'/Sportspersons' Permit*

- Covering letter which should address:
 - Venue of the event
 - Dates of the event
 - Type of entertainment or sport
 - Details of foreign entertainers/sportspersons (name, nationality, date of birth)
 - Details of local entertainers/sportspersons
- Cheque for the fee

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1.10 Salespersons' permit

- Covering letter which should address:
 - Name of local sponsor
 - Name of salesperson
 - Description of products to be sold
 - Names of businesses to be visited
 - Name of overseas company
- Cheque for the fee

1.11 Termination of Work Permit

- Covering letter
- Original work permit, both the employer and employee copy

1.12 Permission to Reside and Seek Employment

- Covering letter
- Cheque for the fee
- If previously employed in Bermuda
 - Letter of Release from previous employer, or
 - Reasons for not having a Letter of Release
- If not previously employed in Bermuda
 - IQF1 – Initial Immigration Questionnaire Form fully completed
 - Four passport-type photographs with the applicant's name written on the back of each
 - Employment/training references from current and previous employers or training/education institutions
 - Character references (not less than two) from persons of good standing in their community; e.g. professional people
 - Copies of certificates of qualification

1.13 Permission to Reside and Attend School or College

- Covering letter
- Cheque for the fee
- IQF1 – Initial Immigration Questionnaire Form fully completed
- Four passport-type photographs with the applicant's name written on the back of each
- Certified copy of proof of citizenship
- Full-size chest X-ray plate of the applicant
- Medical certificate of general good health of the applicant
- Letter of acceptance from the school or college
- Evidence that finances are available to support the student
- If the student is under 21 years of age, a letter of support from:
 - Parent or guardian (if a minor), or
 - Local sponsor (otherwise)

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- If an international student attending Bermuda College or Webster University, proof of payment of a deposit to the College or University of funds equivalent to:
 - A return ticket to their country of origin;
 - Tuition for 1 semester or year (depending on the length of time they are applying to reside and attend school);
 - Accommodation for 1 semester or year (depending on the length of time they are applying to reside and attend school); or
 - An undertaking from Bermuda College or Webster University that they will repatriate the student, should the need arise.

1.14 *Dependant Re-entry Letter*

- Covering letter
- IQF1 – Initial Immigration Questionnaire Form fully completed
- Four passport-type photographs with the applicant’s name written on the back of each
- Certified copy of proof of citizenship
- Full-size chest X-ray plate of the applicant
- Medical certificate of general good health of the applicant
- Proof of relationship (e.g. birth certificate, adoption certificate, marriage certificate, etc) to the Primary work permit holder

There is no guaranty that a dependent spouse, child or other relative will be given permission to reside with the work permit holder unless the sponsor submits proof that he or she can support the dependant(s). Proof can include:

- bank statement
- recent pay slips
- confirmation that they have suitable accommodation

2. COMMON PROBLEMS RESULTING IN INCOMPLETE APPLICATIONS

2.1 *Immigration Questionnaire Forms*

Immigration Questionnaire Forms are often incomplete at:

- Question 4 – “How many children do you have?” The applicant often fails to enter the number of his or her children; where there are no children the applicant must write “none” in the space provided. Writing “N/A” or leaving the space blank is not acceptable. Single persons must also complete this question properly.
- Question 8 of the Initial Questionnaire Form – Employment Details. The parts of this question relating to “Length of Contract”, “Wages/Salary” and “Other Benefits” are often left blank. This question must be fully completed.
- Question 12 (Initial)/ 11 (Supplementary) – Details of Dependants – asks about the applicant’s children. Sections a) and b) should be completed. Where there are no children, the word “None” must be written in. Writing “N/A” or leaving the sections blank is not acceptable.

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- The signature at the end of the form is sometimes missing. The form must be signed by the applicant.
- The date at the end of the form is sometimes missing. The form must be dated.

2.2 *Temporary Work Permits*

Temporary work permits can be renewed only once. This is because visitors to Bermuda are allowed to stay a maximum of six months at a time. If an employer wishes to continue to employ a temporary worker beyond six months, then the employer must apply for a standard work permit.

2.3 *Conditions of Employment*

Sometimes work permits are issued with conditions. At renewal the employer sometimes forgets that a condition has been attached. The conditions which are sometimes overlooked and lead to incomplete applications or automatic refusals are:

- Approved subject to Bermudians being trained
- Approved subject to family not residing in Bermuda
- Approved subject to job being advertised next year
- Approved subject to job being advertised before next renewal
- Approved for one year only
- Approved subject to an apprentice being retained
- Approved subject to subject to conditions in letter
- The dependant(s) may not engage in gainful employment
- Non-renewable
- Must be in possession of a return ticket when landing
- Extension subject to no full-time position being offered
- Subject to updates on training of qualified Bermudians

Special conditions may not appear on the work permit itself but may be included in a letter accompanying the work permit. Employers should ensure that all such conditions are complied with, or appealed, when seeking renewal of a work permit.

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