



Citizen Entry Visa/Permit & Registration APPLICATION CHECKLIST

Revised 01/2023

Date Submitted: _____

Application Type:

Received By: _____

Entry Visa	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
Non-Citizen Reg	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>

Applicants Name: _____ National: _____

Name of Ministry/Agency/Company/Program: _____

Visa Type:

Work Visa (E1) Temp-Work Visa (TE1)

		X = required			
	REQUIREMENTS	NEW	RENEW	ALN REG	
1)	<input type="checkbox"/> Application – completed, signed & dated	X	X		
2)	<input type="checkbox"/> Non-Citizen Registration Application, completed, signed & dated	X		X	
3)	<input type="checkbox"/> Passport – 6 mons validity	X	X	X	
4)	<input type="checkbox"/> Passport Photos (2) – current, color	X	X		
5)	<input type="checkbox"/> Police Clearance				
	➢ Current as 3 mons from date of application				
	➢ From point of hire/last country of residence (6mons +)	X	X		
	➢ From National Police ONLY				
	➢ Ages 18+				
6)	<input type="checkbox"/> Medical Clearance				
	➢ Current as 3 months from date of application	X	X		
	➢ MUST include HIV/AIDS and TB clearance				
	➢ If applicable, Provide a FULLY Vaccinated Covid-19 Card				
7)	GOVERNMENT MINISTRY/AGENCY CONTRACTORS MUST INCLUDE THE FOLLOWING:				
	<input type="checkbox"/> PSC approved Contract	X	X		
	<input type="checkbox"/> Social Security Card – clear copy		X		
	<input type="checkbox"/> Expired Visa & Alien Registration - original		X	X	
	<input type="checkbox"/> Letter certifying still employed			X	
8)	NON-GOVERNMENT CONTRACTORS MUST INCLUDE:				
	<input type="checkbox"/> Contract Signed & Dated	X	X		
	<input type="checkbox"/> Labor Permit, APPROVED	X	X		
	<input type="checkbox"/> Labor Bond Receipt	X	X		
	<input type="checkbox"/> Expired Visa & Alien Registration card – original		X	X	
	<input type="checkbox"/> Social Security card – clear copy		X		
	<input type="checkbox"/> MISSA clearance letter – original in a sealed envelope		X		
	<input type="checkbox"/> Tax & Revenue clearance letter – original in a sealed envelope		X		
	<input type="checkbox"/> Letter certifying still employed			X	
	IF Employer (Owner) is Non-Citizen Foreign Investor:				
	<input type="checkbox"/> FIBL, valid	X	X		
	<input type="checkbox"/> Local Gov't Business License, valid	X	X		
	<input type="checkbox"/> Visa and Registration cards, valid	X	X		
	<input type="checkbox"/> Passport, valid	X	X		
	<input type="checkbox"/> Letter certifying still employed			X	
9)	MISSIONARY/VOLUNTEER WORK MUST INCLUDE:				
	<input type="checkbox"/> Contract or Terms of Reference	X	X		
	<input type="checkbox"/> Expired Visa & Alien Registration – original		X		
	<input type="checkbox"/> Letter certifying still active member			X	
10)	Prescribed Fee(s) – Receipt	X	X	X	

COMMENTS/NOTES:

Prepared & Reviewed by: _____ Date: _____

Reviewed & Approved by: _____ Date: _____