

## Applying for a Work Permit

A foreign national wishing to work in Trinidad and Tobago must apply for a work permit through the Ministry of National Security. Each work permit is issued to a particular person for a specified period of time and for attachment to a particular company or institution, as described in the permit. Work permits are only issued to those who possess skills or expertise not available in Trinidad and Tobago.

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### When do I need to apply for a work permit?

You must apply for a work permit if you want to work in Trinidad and Tobago and you:

- Are not a citizen of Trinidad and Tobago.
- Are not a holder of a Certificate of Recognition of Caribbean Community Skills Qualification and certified to work within the Caribbean Community (CARICOM) region under the CARICOM Single Market and Economy (CSME). Please follow the links below for more information on CSME and the CARICOM Skills Certificate of Recognition.
- Want to enter the country for the purpose of work or work-related activities for a period of more than 30 days. You may enter the country for 30 days or less for work or work-related activities without a work permit once during any consecutive 12-month period.

### How do I apply?

You can submit a work permit application in person, or your application can be submitted on your behalf by:

- A company or institution based in Trinidad and Tobago that wishes to employ you.
- An appointed attorney in Trinidad and Tobago.
- An appointed company or institution based in Trinidad and Tobago acting on behalf of a foreign company.

You or your representative must complete the original and seven copies of the Work Permit application form. In addition, the following supporting documentation must be submitted with your application:

- Police certificate of character from your country of residence.
- One copy of your valid foreign passport.

Your completed application form must be submitted, together with all required documentation, to:

Work Permit Secretariat  
Ministry of National Security  
Temple Court II  
52-60 Abercromby Street  
Port of Spain  
Trinidad, West Indies  
Tel. (868) 623-2154/44 exts. 2250 or 2251  
Opening hours: 8:00 am to 4:00 pm, Monday to Friday, except public holidays

**Where can I obtain an application form?**

Please note that there are two types of application forms:

- A single application form must be used if you are requesting an individual work permit or work permits for fewer than 10 persons.
- A group application form must be used if you are requesting work permits for 10 or more persons.

You can download the appropriate application form by following the link below. You may also purchase the specific application form you need from the Trinidad and Tobago Government Printery for TT\$1.15.

Government Printery Sales Department  
2-4 Victoria Avenue  
Port of Spain  
Trinidad, West Indies  
Tel. (868) 623-2410  
Opening hours: 8:00 am to 3:00 pm, Monday to Friday, except public holidays

[Work Permit Application Forms](#)

**What happens after the application is made?**

The Work Permits Advisory Committee of the Ministry of National Security will review your application and, if necessary, request any omitted or additional information. Once your application is complete and it is verified that you are eligible to receive a work permit, the Committee will forward your application to the Minister for approval.

You will be notified of the final decision on your application within four to six weeks.

**Are there any associated fees?**

There is a non-refundable application processing fee of TT\$600.00 that must be paid at the time your application is made. Then, if your application is approved, you must pay a certificate duration fee of TT\$450.00 per month for a work permit that covers any period longer than 30 days. The certificate duration fee must be paid before you can collect your work permit. There is no fee for a work permit issued for a period of 30 days or less.

Payment of the application processing and certificate fees must be made in cash, by credit card or by bank (LINX) card at:

Cashier's Unit  
Ministry of National Security

Temple Court II  
52-60 Abercromby Street  
Ground Floor  
Port of Spain  
Trinidad, West Indies  
Opening hours: 8:00 am to 2:30 pm, Monday to Friday, except public holidays

**Where can I find more information?**

For more information, please visit the Immigration Division website using the link below or contact the office of the Work Permit Secretariat.

Work Permit Secretariat  
Ministry of National Security  
Temple Court II  
52-60 Abercromby Street  
Port of Spain  
Trinidad, West Indies  
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[Immigration Division website](#)