

**SAINT LUCIA**  
**MINISTRY OF LEGAL AFFAIRS, HOME AFFAIRS AND LABOUR**  
**GENERAL INFORMATION**

The following guidelines are to enable you to become familiar with the procedures for the granting of a work permit. Attached thereto is a copy of Statutory Rules and Orders No. 16 of 1975.

(Regulation 3 as amended).

1. Before an Application for a Work Permit can be obtained a non- refundable fee of one hundred dollars (\$100.00) is to be paid to the Accountant General at the Government Treasury. Payment is acceptable upon presentation of the necessary "A" Form duly completed by the Work Permit Officer. The Treasury Receipt is addressed to the Work Permit Officer who will then issue the Application.
2. The completed Application together with all other relevant documents is submitted to the Work Permit Officer who will eventually pass it on to the Hon. Minister for Labour, Approval or non-approval of the Application is determined by the Minister in the final analysis.
3. Completed "A" Forms to facilitate payment of the appropriate Work Permit fee into the Treasury are sent to the applicant. The fees are based on the Nationality of the applicant and are as follows: - Statutory Rules and Orders No. 73 of 1997 dated October 25, 1997 refers.

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| a. Caribbean Commonwealth Nationals   | EC\$2000.00 for each desired year of employment. |
| b. Other Commonwealth Nationals   | EC\$4000.00 for each desired year of employment. |
| c. Foreign Nationals  | EC\$5000.00 for each desired year of employment. |
| d. Citizens or persons belonging to any Country at (a), (b) and (c) above for a period not exceeding one month for which the permit is valid. | EC\$400.00                                       |
| e. Unskilled persons under categories (a), (b) and (c) above for every period of 12 months or part thereof for which the permit is valid.     | EC\$200.00                                       |
| f. Commercial Sales Personnel/professionals per entry   | EC \$300.00                                      |

4. Upon presentation of the Treasury Receipt to the Work Permit Officer in respect of payment of the appropriate fee, the Work Permit will be issued.

To maintain validity, this procedure is repeated for the following year and the year succeeding until the applicant becomes a citizen of St. Lucia. A person who has obtained residential status is **NOT EXEMPTED** from a Work Permit and is still required to apply for it in the usual way.

It must be noted that while the Application is in process, the applicant should **NOT** be engaged in any kind of gainful or profitable employment. Therefore, to avoid undue embarrassment, it is urged that all Applications be submitted to the Work Permit Officer at least two (2) months prior to the date which the applicant proposes to be employed/engaged.

Please be guided accordingly.

**Documents to be attached to the application:**

1. A Police record from the country where the applicant last resided
2. Certified documentary proof of qualifications
3. Trade Licence (where applicable)
4. Copies of advertisements for the posts
5. Evidence that income tax has been paid
6. One (1) passport size photograph

**For further information contact:**

Ministry of Labour and Relations

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