GOVERNMENT OF THE VIRGIN ISLANDS
Ministry of Financial Services, Economic Development and Digital Transformation

Government of the Virgin Islands
Central Administration Complex
#33 Admin Drive
Road Town, TORTOLA VG1110
VIRGIN ISLANDS

WORK PERMIT EXEMPTION APPLICATION FORM

Please select the application category being applied for:-

- ☐ **Exemption by Marriage** (Fill Sections I, III & IV)
- ☐ **Exemption by Education** (Fill Sections I & II)
- ☐ **Exemption by Ministers Discretion** (Fill All Sections)

Please select the type of application being applied for:-

- ☐ New
- ☐ Renewal

APPLICABLE FEES

NEW (non-refundable)
- ☐Application Fee - $100.00
- ☐Processing & Card Fee - $400.00

RENEWALS (non-refundable)
- ☐Application Fee - $100.00
- ☐Processing & Card Fee – $400.00

REQUIRED DOCUMENTS

All Applicants
- ☐ One (1) **original** police certificate (local only)
- ☐ Copy of your Passport Biography Page
- ☐ Letter of Proof of Entry and Consecutive Residence in the BVI **(apply with BVI Immigration Department only)**
- ☐ Copy of Work Permit Card (if applicable)
- ☐ Certificate of Earning from the Department of Inland Revenue
- ☐ Certificate of Earning from Social Security
- ☐ Job letter

Exemption by Marriage Applicants
- ☐ **Original** or **certified copy** of Marriage Certificate
- ☐ Evidence that your spouse is a BVIslander/Belonger (i.e. copy of profile page & Governor's Seal; copy of Virgin Islands Belonger's Card; or copy of Naturalization Certificate. (***Note:*** *To be accompanied by a local photo ID)*
- ☐ *****Letter of Intent from intended employer *(applicable if the applicant is currently unemployed)*

Exemption by Education
- ☐ **Original** or **certified copy** of school leaving certificates; ***or*** letter of proof from the relevant Schools of the Ministry of Education, Culture, Youth Affairs, Fisheries & Agriculture *(1 document per School)*

Ministers Discretion
- ☐ One (1) Character Reference Letter *(A copy of a BVI Passport, Belonger Card or Naturalization Certificate is required as proof. (**Note:** Belonger's Card or Naturalization Certificate is to be accompanied by a local photo ID.)*
- ☐ *Proof of property ownership*
- ☐ *Proof of local investment (if applicable)*
- ☐ *All that apply*

SECTION I - PERSONAL INFORMATION

Name:					
	First	*Middle*	*Last*		
Previous Name:					
Date of Birth:					
	Day	*Month*	*Year*		
Place of Birth:					
Age:					
Sex:	☐ Male ☐ Female				
Marital Status:	☐ Married ☐ Single ☐ Divorced ☐ Separated ☐ Other				
No. of Dependents:					
Social Security No.:		**NHI No.:**		**Work Permit No:**	
Mobile No.:					
Email Address:					
Physical Address:					
Name of Character Reference:					
List of Charitable Organizations	1.				
	2.				
	3.				
	4.				

SECTION II – EDUCATION

Education Level	Name of Institution	Date Enrolled	Date Completed	Certificate Attained
Primary				
Secondary				
Tertiary				

SECTION III – MARRIAGE INFORMATION

Name of Spouse:			
	First	*Middle*	*Last*
Nationality of Spouse at Birth:			
Date of Marriage:			
Country of Marriage:			
SPOUSE'S SIGNATURE: _____		**DATE:** _____	

SECTION IV – EMPLOYEMENT INFORMATION

Place of Employment:			
Address of Business:			
Contact No.:			
Position Held:			
Date of Employment:			
Annual Income:			
Previous Place of Employment:			
Position Held:			
Date of Employment:	**Started**	**Ended**	
Name of Current Employer:			
	First	*Middle*	*Last*
EMPLOYER'S SIGNATURE: _____		**DATE:** _____	

By signing, I acknowledge that all information provided (entailed or attached) herein is true and accurate, to the best of my knowledge.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE ONLY

Receiving Officer		
Receiving Officers Comments:		
Processing Officer		
Processing Officers Comments:		
Verification of Labour Status:		**Expiration of Current Work Permit:**
Verification of Immigration Status:	_____ **No. Years Residing in the BVI**	
Minister		
Ministers Comments:		
Minister's Decision:	☐ **Approved**	☐ **Denied**
No. of Years Approved:	1 Year ☐ 2 Years ☐ 3 Years ☐ 4 Years ☐ 5 Years ☐ 6 Years ☐	

Minister's Signature: _____

Ministry Received Stamp