

DÉPARTAMENT DE L'IMMIGRATION

Services de L'Immigration et de Passeport de Vanuatu
Autoroute Kumul, Tamarama Building
Tél: (678) 22 354 / (+678) 33125
Email: visqueries@vanuatu.gov.vu
Web: www.immigration.gov.vu
P.O.Box 9092, Port-Vila, Vanuatu



IMMIGRATION DEPARTMENT

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Immigration Act No.17 of 2010 Regulation 15

Application for a Special Category Visa

Please read this information carefully before you complete your application.

Who should use this form?

- Use this form if you are applying for a Special Category visa to come to Vanuatu as a diplomatic representative, employee of the Government of Vanuatu or on secondment to the Government, or if you intend to work for an approved donor agency. A Special Category visa may be granted for a period of *up to five years*.
- Only one form needs to be completed by the applicant and any family members included in the application. You may include your spouse (married or de facto) and any dependent children in your application.
- There is no visa application charge payable for a Special Category visa.
- People granted a Special Category visa must be willing to abide by the following visa conditions:
 - ✓ the visa holder must comply with all laws of Vanuatu;
 - ✓ the visa holder must not behave in a manner that is prejudicial to peace, good order, good government or public morality in Vanuatu;
 - ✓ the visa holder must inform Vanuatu Immigration of any significant changes in his or her personal or financial circumstances;
 - ✓ the holder of the visa must not cease to undertake the activity on the basis of which his or her visa was granted; and
 - ✓ the holder of the visa must not engage in any employment or commercial or business activities unless the employment or business or commercial activities are the basis of which his or her visa was granted.
- Please complete the form by printing clearly in block letters. All dates should be shown in the format: dd/mm/yyyy (eg 20/08/1980).
- Please be aware that incomplete or partially complete applications will not be accepted. Information in a language other than English, French or Bislama needs to be translated by a certified translator into one of these languages.

- Please post the completed and signed visa application form with certified copies of relevant documents (listed on the visa application checklist) and the correct visa application charge to the address below.

Vanuatu Immigration Service
Private Mail Bag 9092 Port Vila Vanuatu

- If you have any questions regarding this application, visa requirements and/or visa conditions please contact Vanuatu Immigration on:

Telephone: +678 22354 or Email: visqueries@vanuatu.gov.vu

Applicant Checklist – Special Category visa		
1	Special Category Visa Application Form – completed and signed by you and each person included in your application aged 18 years and over	<input type="checkbox"/>
2	If you are in Vanuatu: Valid Passport ; or If you are outside Vanuatu: certified copy of bio-data page and all used passport pages for you and all people included in your application	<input type="checkbox"/>
3	2 recent passport sized photographs of you and each person included in your application with names of the person on the back of their photograph Note: Passport must be the one you will use on entry to Vanuatu	<input type="checkbox"/>
4	If you or a person included in your application is aged under 18 years: certified copy of birth certificate*	<input type="checkbox"/>
5	If you or a person included in your application is aged 18 years or above: original Police certificate* from all countries you resided in for 12 months or more in the last 5 years	<input type="checkbox"/>
6	If you or a person included in your application is aged 18 years or above: Medical examination completed by a registered medical practitioner*	<input type="checkbox"/>
7	If you or a person included in your application is married: certified copy of marriage certificate*	<input type="checkbox"/>
8	If you or a person included in your application has been widowed: certified copy of death certificate*	<input type="checkbox"/>
9	If you or a person included in your application has been divorced: certified copy of divorce certificate*	<input type="checkbox"/>

10	A letter recommending that you be granted a visa from: <ul style="list-style-type: none"> the Director of the Department of Foreign Affairs on the basis of being a diplomatic representative in Vanuatu or a family member of such a person; or the Public Service, Police, Teaching or Judiciary Commissioner on the basis of being an employee of a Government Department or seconded to a Government Department or a family member of such a person; or the head of a donor agency on the basis that the person will be working for that agency in Vanuatu or a family member of such a person and the donor agency is: <ul style="list-style-type: none"> an agency or Foreign Government approved by the Director of Foreign Affairs or an organisation operating on a not for profit basis in Vanuatu; and the agency will be providing development assistance to Vanuatu. 	<input type="checkbox"/>
11	Medical Certificate	
12	Return Ticket	
13	Police Clearance	

People who apply for a special category visa are permitted to include their partner and any dependent children (under 21 years of age) in their application.

Note*: Supporting documents not in English, French or Bislama must be translated into one of these languages.

Applicant's Details

1. How many people are included in this application?

2. Give your details as shown on your passport.

Family Name

Given Names

3. Have you been known by any other name?

No ☐

☐

Yes Please give details and provide supporting documentation

Family Name

Given Names

4. Gender

Male ☐ Female ☐

5. Date of birth

6. Place of birth

Town/city Country

7. Nationality

8. Your passport details

Country of Passport	<input type="text"/>
Passport number	<input type="text"/>
Place of issue	<input type="text"/>
Date of Issue	<input type="text"/> Date of Expiry <input type="text"/>

9. Do you hold any other citizenship?

No ☐

Yes ☐

If yes, please specify

10. Relationship Status

Married ☐ De facto ☐ Engaged ☐
 Separated ☐ Divorced ☐ Widowed ☐ Single ☐

Name of partner/ spouse/
fiancé

Date of
birth

11. Your country of usual residence

12. Your residential address in your country of usual residence

13. Your telephone numbers outside Vanuatu (include country and area code)

Office hours

After hours

14. Address for correspondence.

15. Do you agree to Vanuatu Immigration communicating with you by fax or e-mail?

No ☐

Yes ☐

If yes, please give details

Fax number

E-mail address

About your family

16. Please give details of your family members included in your application.

Members of your family may include your spouse or de-facto partner and your dependent children

(a)	Family Name	<input type="text"/>	
	Given Names	<input type="text"/>	
	Date of birth	<input type="text"/>	
	Country of Passport	<input type="text"/>	
	Passport number	<input type="text"/>	
	Place of issue	<input type="text"/>	
	Date of Issue	<input type="text"/>	Date of Expiry <input type="text"/>

(b) Family Name

Given Names

Date of birth

Country of Passport

Passport number

Place of issue

Date of Issue Date of Expiry

(c) Family Name

Given Names

Date of birth

Country of Passport

Passport number

Place of issue

Date of Issue Date of Expiry

(d) Family Name

Given Names

Date of birth

Country of Passport

Passport number

Place of issue

Date of Issue Date of Expiry

If you have more than 4 family members included in your application please attach a page to your application with the required information asked above.

Family members included in your application who are under 18 years of age

17. If a family member included in your application is aged under 18 years of age, do you have the sole right to determine where they will live?

Yes ☐ Go to Question 18

No ☐ Please give details of the person who has this right below

Family Name

Given Names

Date of birth

Address

Telephone

Relationship to dependent applicant

Basis of legal right

Please attach statutory declaration from this person (unless they are included in this application) giving permission for the child to come to Vanuatu.

18. Are your dependants subject to a court order giving you the sole right to determine where they live or to remove them from their country of residence?

No ☐

Yes ☐ Please attach a copy of the court order

Details of the purpose of your stay in Vanuatu

19. What is the purpose of your stay in Vanuatu?

☐ Diplomatic representative in Vanuatu

Please specify

Please attach letter from the Minister for Foreign Affairs approving your stay in Vanuatu

→ Go to Question 22

☐ Employee/Secondment to Government Department

Please specify Department

Please attach letter from the relevant Commissioner approving your stay in Vanuatu

→ *Go to Question 22*

☐

Member of a 'donor agency'

Please specify donor agency

20. Is the donor agency an agency or Department of a foreign Government?

No → Go ☐ to Question 21

Yes → Go ☐ to Question 22

Information about the donor agency

21. Please specify in detail:

(a) The development assistance that the donor agency is providing to Vanuatu;

(b) Your role in Vanuatu as a member of the donor agency.

Please attach a letter from your donor agency in support of your stay in Vanuatu. The letter must indicate:

- the purpose of the organisation;
- indicate that the organisation is operating in Vanuatu on a not-for-profit basis ☐ your role/the purpose of your stay in Vanuatu.

22. Your intended date of arrival and departure?

Date from

to

23. Your intended address and telephone number in Vanuatu (if known).

Address

Telephone

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Previous Visa Applications

24. Have you or any other person included in your application previously spent any time in Vanuatu?

No ☐

Yes ☐

If yes, please give the following details

Name of applicant	Date from	Date to	Type of Visa held

25. Have you or any other person included in your application previously been refused a visa to come to Vanuatu?

No ☐

Yes ☐

If yes, please give details

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Health and Character

26. Have you or any person included in your application:

- **ever had or currently have tuberculosis?**
- **been in close contact with a person who has active tuberculosis?**

No ☐

Yes ☐

If yes, please give details

27. Are you or any person included in your application suffering from a contagious disease and/or a mental illness?

No ☐

Yes ☐

If yes, please give details

If you and any person included in your application are aged 18 years or over and intend to stay in Vanuatu for 12 months or more, you must undertake a medical examination and include the results with your application.

28. Have you or any person included in your application ever:

- been convicted of a criminal offence in any country? Yes ☐ No ☐
- been charged with an offence that is currently awaiting legal action? Yes ☐ No ☐
- been acquitted of any offence on the grounds of mental illness, insanity or unsoundness of mind and as a result been detained in a facility or institution? Yes ☐ No ☐
- been removed or are you in the process of removal from any country (including Vanuatu)? Yes ☐ No ☐
- left any country to avoid being prosecuted for an offence in that country or to avoid being removed or deported? Yes ☐ No ☐
- had, or do you have, an association with another person or with a group or organisation that is or has been involved in criminal conduct? Yes ☐ No ☐
- been involved in any activities that would represent a risk to the security and defence of Vanuatu? Yes ☐ No ☐
- been involved in any activity relating to the illegal movement of people to any country? Yes ☐ No ☐
- served in a military force or militia, undergone any military/paramilitary training, or been trained in weapons/explosives use? Yes ☐ No ☐

Do you have any outstanding debts to the government of Vanuatu?

Yes ☐ No ☐

If you answered 'Yes' to any of the above questions, you must give ALL the relevant details. If the matter relates to a criminal conviction, please give the nature of the offence, full details of sentence and dates of any period of imprisonment or other detention.

If you and any person included in your application are aged 18 years or over and your intended period of stay is 12 months or more, you must provide a police clearance certificate from each country you have lived in for 12 months or more in the previous 5 years.

29. Declaration

The declaration below must be signed by all applicants over the age of 18.

- I am aware that giving false or misleading information is a serious offence and may result in a conviction resulting in a fine or imprisonment, the refusal of this visa application or the cancellation of any associated visa.
- I certify the information supplied on and with this form is correct.
- If granted a visa I will abide by all laws of Vanuatu and the conditions of the visa (as specified in the Information section on the front page of this form).
- I will immediately advise Vanuatu Immigration if I become aware that any information provided in this form is incorrect or if there is a change in my personal or economic circumstances.

Signature of applicant

Name of applicant

Date

Signature of applicant

Name of applicant

Date

Signature of applicant

Name of applicant

Date

Signature of applicant

11 | Page

Name of applicant

Date

30. Consent to correspond with authorised representative (if applicable)

Through my signature at question 29 above I consent to the Vanuatu Immigration Service corresponding with the following person who is my authorised representative or agent. I understand that this may extend to the provision of personal information about me if relevant to this application.

Name and address of authorised representative

Telephone number

Fax number

E-mail address