

DÉPARTAMENT DE 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**

Vanuatu Immigration and Passport Services
 Kumul Highway, Tamarama Building
 Tel: (678) 22 354 / (+678) 33125
 Email: visqueries@vanuatu.gov.vu
 Web: www.immigration.gov.vu
 P.O.Box 9092, Port Vila, Vanuatu

NEW RESIDENCY VISA-EMPLOYEE CHECKLIST

Applicant(s) Full Name(s):

Nationality:

Residential Address in Vanuatu:

#	Description	Check
1	Application form dully completed	<input type="checkbox"/>
2	Copy of Valid Passport (Validity more than 6 months)	<input type="checkbox"/>
3	2 recent ID Photos	<input type="checkbox"/>
4	Receipt for Payment of Associated Fees – (57,600 vatu)	<input type="checkbox"/>
5	Recent Police Clearance from Country of Origin (Nationality)	<input type="checkbox"/>
6	Recent Medical Certificate	<input type="checkbox"/>
7	Immigration Bond (at National Bank of Vanuatu (NBV)) Account Name: IMMIGRATION BOND ACCOUNT Account Number: 0104697002	<input type="checkbox"/>
8	Copy of Employment Contract	<input type="checkbox"/>
9	Certification letter from Labour for Work Permit	<input type="checkbox"/>
10	Receipt for Payment of Work Permit Fees – (200,000 vatu)	<input type="checkbox"/>
11	Copy of Valid Work Permit	<input type="checkbox"/>
12	Copy of Valid Business License, VIPA and VFSC for Employing Company	<input type="checkbox"/>
13	Copy of Vanuatu Passport or Citizenship Certificate for Ni-Van company owner	<input type="checkbox"/>
14	Is the person inside the Country? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	*If Yes, needs to pay for change of status – (100,000 vatu) <input type="checkbox"/> YES <input type="checkbox"/> NO	
	*If yes for above, provide receipt for payment of change of status	<input type="checkbox"/>

IMPORTANT: if any of the above is not provided, application will be rejected

Submitted by:

Date received: / /

Signature:

Front Desk Officer:

Date received:/...../.....

Signature:

Name of Visa Officer:

Date received: / /

Signature:

DÉPARTMENT 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

Vanuatu Immigration and Passport Services
Kumul Highway, Tamarama Building
Tel: (678) 22 354 / (+678) 33125
Email: visqueries@vanuatu.gov.vu
Web: www.immigration.gov.vu
P.O.Box 9092, Port Vila, Vanuatu

FOR OFFICIAL USE ONLY

COMPLIANCE DUE DILIGENCE AND AUTHENTICITY CLEARANCE		
POLICE CLEARANCE CASHIER JUDICIAIRE		
STATUS FROM BORDER ALERT SYSTEM		
VALIDITY OF PASSPORT (AT LEAST 6 MONTHS)		
PI LIST ALERT		
GENERAL REMARKS		

Name of Compliance Officer:

Date received: / /

DUE DILIGENCE CHECK COMPLETE? YES NO

Signature: