

How To Apply for a Work Permit — Employer's Checklist and Timeline

A step-by-step playbook for employers bringing foreign staff into T&T: from setting up TTBizLink, running the 7-day newspaper advertisement, assembling supporting documents, and calculating the correct fee under the 2025 regulations.

Key Points

- Start at least 6 weeks before the intended start date, 8+ weeks is safer.
- The role **MUST** be advertised in a daily newspaper for at least 7 consecutive days.
- The advertisement must direct applicants to the Chief Manpower Officer.
- Police Certificate of Character must be dated within 6 months for every country lived in over the past 5 years.
- Fees (2025): TT\$1,200 application + TT\$900/month duration fee (minimum TT\$2,700).
- Renewals require an Annual Return in addition to the usual documents.

Step 1, Register on TTBizLink

Set up an employer account on TTBizLink at <https://app.ttbizlink.gov.tt>. You will need:

- Company registration documents.
- BIR file number.
- Nominated administrator (a company officer).

Step 2, Prepare the recruitment record

The permit application must show that a T&T national cannot fill the role. To satisfy this:

- Place an advertisement (minimum 3" x 5") in a daily national newspaper (e.g. Trinidad Guardian, Newsday, Trinidad Express) for AT LEAST 7 consecutive days.
- The advertisement must direct applicants to email their CVs to the Chief Manpower Officer at the Ministry of Labour (cmo.resumes@gov.tt).
- Retain a tear sheet or scanned copy of the advertisement as proof.

- Prepare an evaluation report of the applications received and interviews conducted, showing why each local applicant was not selected.

Step 3, Assemble supporting documents

For the FOREIGN NATIONAL:

- Passport bio-data page and most recent entry stamp.
- Curriculum Vitae, academic and professional qualifications.
- One passport-sized photograph.
- Police Certificate of Character (dated within 6 months) from every country of domicile in the past 5 years, together with a fingerprint search.
- Two character references (one employer, one personal), dated within 6 months and spanning at least one year of acquaintance each.
- Tax Clearance Certificate (Form C) if previously employed in T&T.

For the EMPLOYER:

- A covering letter explaining the role, why no national was selected, and the requested duration.
- Business registration documents.
- Tax clearance (for renewals).

Step 4, File on TTBizLink and pay

Upload the application and all supporting documents to TTBizLink. Fees can be paid online through TTBizLink or in person at the Work Permit Secretariat, Temple Court II, 52–60 Abercromby Street, Port of Spain. In-person payments require a printed Processing Fee Acknowledgement Document; the resulting receipts must be uploaded back to TTBizLink.

Under the Immigration (Amendment) (No. 2) Regulations 2025, the fee is TT\$1,200 application plus TT\$900 per month of requested duration, with a minimum total of TT\$2,700 (i.e. the first three months are the minimum charge).

Step 5, Wait, and stay in touch

Processing takes several weeks. Applications must be submitted at least six (6) weeks before the intended start date, but this is a minimum, 8 to 10 weeks is safer. Track progress through TTBizLink and be responsive to any requests for additional information from the Ministry of Homeland Security. Queries can be sent to eworkpermithelpdesk@mhs.gov.tt.

Step 6, Renewals

Start the renewal at least 8 weeks before expiry. In addition to the standard package, submit an Annual Return. Confirm that:

- PAYE and NIS have been remitted throughout the year.
- The role advertisement has been re-run for at least 7 consecutive days (unless the Ministry has waived this for the renewal on a case-by-case basis).
- Police Certificates and character references are fresh (within 6 months).

Sources

- Ministry of National Security, Work Permit Guidelines (December 2025)
- TTBizLink, Work Permit e-Service

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