

Kenya Work Permit Checklist (2026)

A printable, step-by-step document pack for employers, foreign employees, and NGOs filing via eFNS.

Best for: Class D (Employment) applications & renewals

Includes: Employer + Employee + Understudy checklists, renewal differences, NGO endorsement add-on, and submission tips

Important: Requirements and fees can change. Always confirm inside the official eFNS/Immigration portal before paying or submitting.

Need an eligibility check + we file on eFNS for you?

Call +254 757 884 710 • Email info@bizbrokerskenya.com • WhatsApp wa.me/254757884710

Quick navigation

1. Before you start (eligibility + planning)
2. Class D application checklist (Employer + Employee + Understudy)
3. Renewal checklist (what changes vs new application)
4. NGO work permit add-on (NGO Board endorsement pack)
5. eFNS submission tips + common delays

1) Before you start

A strong work permit file is mostly about **proof**: proof the employer is compliant, proof the role is genuine, proof the foreign employee has the right qualifications, and proof there is a skills-transfer plan for a Kenyan understudy.

- Confirm the correct permit class (Class D = employment under a specific Kenyan employer).
- Ensure the employer is properly registered and tax compliant (active KRA PIN + valid TCC).
- Prepare a short justification for the expatriate role (why the skill is not readily available locally).
- Identify a Kenyan understudy and draft a 1■page skills-transfer plan (training tasks + timeline).
- Standardize names, passport number, and dates across all documents before uploading.

Typical official fees (verify in eFNS before paying)

- Processing fee: **KES 20,000** (non■refundable, paid at submission)
- Issuance fee (Class D): **KES 500,000 per year** (paid after approval, before issuance/endorsement)
- EAC nationals: often listed as **Gratis** for certain work permit fees — confirm eligibility and current rules.

2) Class D Work Permit Application Checklist

Use these checklists as your “upload order” for eFNS. Where possible, upload clean PDFs and label files clearly.

A) Employer documents

■	Cover letter on letterhead to the Director General/Directorate of Immigration Services (job title, justification, duration)
■	Company registration documents (Certificate of Incorporation/Registration)
■	KRA PIN certificate (company)
■	Valid Tax Compliance Certificate (TCC) — company
■	Evidence of local recruitment efforts (job adverts, shortlist/interview notes)
■	Regulatory/professional clearances (where the role is regulated)
■	Signed employment contract / offer letter (showing salary + terms)

B) Employee (applicant) documents

■	Form 25 (Work Permit Application) — completed & signed (print/save after online completion)
■	Form 27 (Employer Report on Employment) — completed & signed
■	Passport bio■data page (clear copy) + current immigration status (if already in Kenya)
■	Recent passport photos (coloured)
■	Curriculum Vitae (CV)
■	Certified academic & professional certificates (translate to English where needed)
■	Professional membership/board registration evidence (if applicable)
■	Police clearance / certificate of good conduct (often requested for first-time applications; confirm current checklist)

C) Understudy & skills-transfer pack

■	Understudy full name + National ID + contacts (email/phone)
■	Understudy CV
■	Understudy contract / appointment letter (or internal assignment letter)
■	1■page skills transfer plan (what will be transferred, milestones, timelines, supervisor)
■	Progress log template (optional but powerful for renewal)

3) Work Permit Renewal Checklist (What changes vs New Application)

Most renewal items are the same as a new application. The practical difference is **fresh compliance** and proof the role is still justified.

■	Valid company TCC (fresh at filing date)
■	Valid individual TCC (commonly expected for renewal where applicable)
■	Copy of current/previous permit + approval letter (if available)
■	Updated employer letter confirming continued employment and continued need
■	Updated contract or continuation letter (if terms changed/extended)
■	Understudy continuation evidence (confirm understudy still engaged)
■	Skills-transfer progress note (½–1 page: what has been trained so far, what remains)
■	Updated CV/passport copy if changed; new passport pages if passport renewed

When to renew: prepare and submit about **3 months before expiry** to allow for queries and compliance updates.

4) NGO Work Permit AddOn (Board Endorsement Pack)

If the employer is an NGO, Immigration may require the organization to obtain endorsement/clearance from the relevant NGO authority before the permit is processed. Keep this pack separate so it doesn't cannibalize your main Class D page content—treat it as a specialized addOn.

■	NGO cover letter requesting endorsement (on NGO letterhead)
■	Form 25 + Form 27 (signed)
■	Employment contract / appointment letter
■	Applicant CV + certified certificates + passport copy + passport photo
■	Evidence of advertisement/recruitment (where applicable)
■	Understudy details + training plan (if required)
■	List of employees (locals + expats): names, nationality, job titles, contacts
■	Police clearance / certificate of good conduct from country of origin (first-time applications; ensure proper certification)

5) eFNS Submission Tips + Common Delays

Most “mysterious” delays have boring causes: unclear scans, mismatched names, expired compliance, or missing understudy/recruitment proof. Fix the boring stuff and approvals tend to move faster.

- Scan quality: use clear PDFs (no shadows), one document per file where possible.
- File naming: start with category + name (e.g., Employer_TCC.pdf, Applicant_Passport.pdf, Understudy_CV.pdf).
- Consistency: names and passport numbers must match across Form 25, Form 27, contract, and passport.
- Recruitment evidence: attach adverts + brief note explaining selection and why the expat skill is needed.
- Understudy plan: keep it credible and simple—tasks, timelines, supervision, outcome.
- Monitor eFNS daily after submission and respond to queries within 48–72 hours.

Want us to review your documents before you submit?

We check for gaps, prepare a clean upload pack, and follow up on eFNS until a decision. Call **+254 757 884 710** • Email **info@bizbrokerskenya.com** • WhatsApp **wa.me/254757884710**

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