

Kenya Work Permit Check List

1. Copy of previous permit(s) and or pass (es) held
2. Curriculum vitae.*
3. Certificate of company / organization registration.*
4. Clearance letter from relevant institutions.*
5. Duly certified copies of academic and professional certificates.*
6. National ID of the Kenyan understudy*
7. Biodata page of national passport*
8. Current coloured passport size photo*
9. Duly filled and signed Form 25 *
10. Current Immigration status if in the country*
11. Detailed and signed cover letter from employer /self / organization addressed to the Director General of Immigration Services*
12. Proof of payment e.g. Bank slip, RTGS swift note etc (Processing fee)*
13. Current tax compliance certificate (Individual) *
14. Current tax compliance certificate (Organization)*

15. Professional certificate for the understudy.*

16. Professional CV for the understudy.*

17. Contract / letter of engagement of the understudy*

18. Contract / letter of engagement / letter of appointment*

19. Duly filled Form27 (Employment)*

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