

Class N — Digital Nomad Permit: Application Checklist (2025)

Biz Brokers Kenya — Practical checklist to prepare and submit your Class N application via eFNS

At a glance

• Permit: Class N (Digital Nomad) — for remote workers with foreign income. • Typical fees: Application ~USD 200 (non-refundable), Issuance ~USD 1,000/year (confirm on eFNS). • Typical validity: 1–2 years. Processing: expect 4–12 weeks (varies).

Required documents — prepare as clear PDF files

Completed online form	Completed Form 25 (or the form indicated on eFNS) — save as: form25-yourname.pdf
Passport biodata	Clear scan of passport biodata page(s) — save as: passport-yourname.pdf
Passport photos	Two recent passport-sized photos (digital files per eFNS specs) — save as: photos-yourname.jpg
Employment/contract evidence	Employer letter or employment contract stating remote status OR freelance contracts/invoices — contract-acme.pdf
Bank statements	Recent bank statements (last 3 months) showing foreign income — bankstatements-yourname.pdf
Proof of accommodation	Hotel booking, lease, or tenancy agreement — accommodation-yourname.pdf
Police clearance	Police certificate from country of residence (if required) — police-yourname.pdf
Health insurance	International medical insurance covering Kenya — insurance-yourname.pdf
Cover letter	Short, factual cover letter to the Director General — coverletter-yourname.pdf
Other certified docs	Notarised/apostilled documents if requested — name accordingly.

File format & naming — time-savers

• Use PDF for documents; JPG/PNG for photos. Prefer A4-sized PDFs, 300 DPI scans. • Keep file names short, descriptive, lowercase, and hyphenated. Examples: passport-john-doe.pdf, contract-acme-inc.pdf.

Sample cover letter (1 paragraph)

Director General of Immigration Services Directorate of Immigration Services State Department for Immigration and Citizen Services Nairobi, Kenya

Dear Sir/Madam,

RE: APPLICATION FOR CLASS N (DIGITAL NOMAD) PERMIT – [YOUR FULL NAME], PASSPORT NO: [XXXXXXX]

Please accept this application for a Class N Digital Nomad Permit. I am employed by / provide services to [COMPANY/CLIENT NAME] based in [COUNTRY]. I will be working remotely and will not engage in employment with Kenyan companies. Enclosed are my passport biodata page, employment contract, recent bank statements demonstrating foreign income, proof of health insurance valid in Kenya, proof of accommodation, and other required documents. I respectfully request consideration of this application and remain available for any clarifications.

Yours faithfully, [Your full name] | [Email] | [Phone]

eFNS submission tips

- Create/verify your eFNS account email before starting the application — use the same email across documents.
- Complete fields carefully; double-check names, passport numbers, dates and KRA PINs (if requested).
- Upload one document per field; match the document to the field name in the portal.
- If portal accepts comments/notes, include a 1-paragraph summary of your income source and remote status.
- Save payment receipts and take screenshots of submission and confirmation messages.
- Respond promptly to document requests from Immigration to avoid delays.

Fees & typical timelines

- Application/processing fee: ~USD 200 (non-refundable).
- Issuance fee: ~USD 1,000 per year (paid on approval).
- Typical processing: 4–12 weeks; allow extra time for verifications and peak periods.

Common mistakes to avoid

- Incomplete or illegible scans (use 300 DPI minimum).
- Mismatched names or passport numbers across documents.
- Missing proof of consistent foreign income.
- Uploading incorrect file formats or oversized files.
- Waiting until the last minute to renew or submit.

Need help?

Biz Brokers Kenya can assist with document review, cover letter drafting, and eFNS submission. Contact: +254 757 884 710 | info@bizbrokerskenya.com. For a checklist template to customize, use the file names above as your base.