



REPUBLIC OF LIBERIA  
**MINISTRY OF LABOUR**



**DIVISION OF ALIEN REGISTRATION AND LIBERIANIZATION  
PROCEDURAL GUIDELINES FOR THE**

**APPLICATION OF ALIEN WORK PERMIT**  
**(REGULAR, GRATIS & OTHERS)**

**STATUS (A) – APPLICATION FOR NEW WORK PERMIT**

**Step 1:** A formal letter of application should be addressed to the Minister of Labour.

The letter should include in its content;

- Name of Business /institution where the application is seeking employment
- Applicant's Name, Position & Nationality
- Applicant's resident permit and passport #s
- Job description/ Terms of reference

**Step 2:** Applicant shall proceed to the Division of Alien Registration for a Pre-Qualification form to be completed by the Applicant.

**Step 3:** Application shall return to the Division of Alien Registration with the completed form which should be accompanied by:

- Two passport size photo
- Applicant's current CV
- Copy of resident permit payment receipt
- Any legal document for the Entity/ Institution such as :Business Registration/ License, or Certificate of Incorporation
- List of Liberian staff and foreigners already employed with the Business/ Institution: name & position
- Entity's Organization Chart: ( Corporation, Partnership & other bigger entities)

- A proof of job advertisement done by the entity for the post that is to be occupied by the applicant: (Corporations, Partnership etc.)

Please be informed that the sooner this information is provided, the earlier the applicant's document is processed.

**Step 4:** Upon adhering to step 3, the applicant document/credentials will be screened. The Ministry of Labour is to certify that there isn't any qualify Liberian who can do the job of the alien before his/her application can be processed.

**Step 5:** Applicant shall take the billed form along with the approved letter to the Ministry of Finance, Central Bank Annex for payment of the work permit. Any applicant who was billed in the previous year and did not make the payment in that year, but requests renewal of permit for the current year will first have to settle the arrears owed government before being granted approval.

**Step 6:** Upon the payment of work permit fee, applicant shall proceed with the original copy of the receipt to the Division of Alien Registration to be recorded and filled for the issuance of work permit booklet. A copy of the receipt will be given the applicant for reference purpose.

### **STATUS (B) – RENEWAL OF WORK PERMIT**

**Step 1:** Applicant requesting renewal of work permit should do a formal letter to the Minister of Labour. The letter should include in its content;

- Applicant's Name, Position and Nationality
- Name of applicant place of work

- Applicant's renewal **resident permit Flag receipt**
- Attach a copy of the previous payment receipt (**Work Permit**) to authenticate your request for renewal

**Step 2:** Applicant's information will be verified to ensure whether there isn't any qualify Liberian who can take over the post of the alien.

**Step 3** Application shall undergo the same as stated in **Steps 5 & 6 of Status A.**

*Please Note That Renewal Does Not Mean Automatic Approval.*