

## Employment Licence Application Checklist for a person that has International Protection<sup>1</sup> or Temporary Humanitarian Protection Status

### Application for a New Employment Licence/Renewal of Employment Licence

- A filled in application form, ELU/FM-008, duly signed by the applicant.
- A copy of valid Certificate/Card issued from Refugee Commission.
- A copy of a valid Police Immigration Certificate, or a copy of appointment slip if Police Immigration Certificate is expired;  
OR  
A copy of a valid Resident Permit;  
OR  
A valid identification document.
- Processing Fee (€58 for a new/€34 for a renewed Employment Licence, to be paid on issue of Licence).

### Notes :

- An incomplete application will not be accepted.
- The application is to be made by the individual seeking employment.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at [www.jobplus.gov.mt](http://www.jobplus.gov.mt). Forms can also be downloaded from this website.
- The application and supporting documents must be sent or hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobsplus website at [www.jobplus.gov.mt](http://www.jobplus.gov.mt)

<sup>1</sup>International Protection – the status granted to Refugees and persons enjoying Subsidiary Protection