



Employment Licence Application Checklist for an Asylum Seeker or Failed Asylum Seeker

Application for a New Employment Licence/Renewal of Employment Licence

- A filled in application form, ELU/FM-007, duly signed by employer.
- A copy of the Asylum Seeker Confirmation document issued by the International Protection Agency **clearly indicating** date of application for asylum and validity. The copy of the document should be certified either by the prospective employer or by representatives of the Employment Licences Unit;
- 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.
- In the case of an Asylum Seeker, the Employment Licence can be issued for a maximum duration of 6 months at any one time. In the case of a Failed Asylum Seeker the maximum duration can be of 3 months at any one time. However, in determining the duration of the Licence the Employment Licences Unit will adhere to the advice of the Refugee Commissioner. In the meantime it is to be noted that the processing fee will cater for the issue of Employment Licences whose aggregate duration either as an Asylum Seeker or Failed Asylum Seeker, would be of 12 months.
- Asylum Seekers who come from a safe country (list of safe countries accessible from Jobsplus website) may only apply for an Employment Licence after 9 months from the date they logged an Asylum Application with the International Protection Agency. Applications for Failed Asylum Seekers coming from a safe country who submitted their application for asylum after the 1st of January 2021 will not be entertained.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at www.jobsplus.gov.mt. Forms can also be downloaded from this website.
- The application and supporting documents must be sent via email to applications-licences.jobsplus@gov.mt or sent by post/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.jobsplus.gov.mt