



Employment Licence Application Checklist for a person that has International Protection¹ 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 the International Protection Agency.
- 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. 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.jobplus.gov.mt

¹International Protection – the status granted to Refugees and persons enjoying Subsidiary Protection