

Employment Licence Application Checklist for a Long Term Resident

Application for a New Employment Licence/Renewal of Employment Licence

- A filled in application form, ELU/FM-009, duly signed by employer.
- A copy of a valid passport (page containing personal details).
- A copy of a valid Long Term Residence Permit.
- Processing Fee (€58 to be paid on issue of Licence).

Notes :

- An incomplete application will not be accepted.
- In the case of a family member or dependent, the application will be processed as that for a Long Term Resident, provided that a document issued by Department of Citizenship and Expatriate Affairs within Identity Malta attesting to family reunification is presented. Failing this, the application will be processed along the same procedures applicable to a Third Country National.
- A person that is recognized as a Long Term Resident in another Member State, needs to seek formal recognition of his/her status in Malta, from the DCEA/IM. Failing this, the application will be processed along the same procedures applicable to a Third Country National.
- 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 or hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobplus website at www.jobsplus.gov.mt