

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 valid Police Immigration Certificate, or a copy of appointment slip if Police Immigration Certificate is expired;
OR
A copy of the Asylum Confirmation document, issued by the Refugee Commissioner.
- 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.
- 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 Jobsplus website at www.jobsplus.gov.mt