

Documents to be Submitted with Applications

Applicants should submit a cover letter outlining the nature and duration of the work to be undertaken. Details of investment proposal(s) should also be stated (Documentary proof of proposed investment(s) should be submitted).

- All Documents in a Foreign Language MUST be Accompanied by a Certified English Translation
- Passport Bio Page MUST be certified by a Lawyer/Justice of the Peace
- Copy of Trade License and/Certificate of Incorporation where applicable
- Job Offer Letter from Employer
- Certified copies of qualifications
- Two (2) standard sized passport photos which MUST be certified by Lawyer or Justice of the Peace
- Copies of advertisements for the post
- Police record from country where applicant last resided
- Tax account number to be obtained for ALL new applicants

Where dependants are to be included copy of passport bio page, birth certificate and marriage certificates, which MUST be certified by a lawyer /Justice of the Peace


- Certificate of good standing from Registry of Companies and Intellectual Property


Work Permits are NOT transferable

Once a Work Permit has been issued to an individual assigned to a particular workplace the Work Permit cannot be used to work at another establishment. If an employer for any reason does not want to continue the employ of an individual who holds a valid Work Permit, he/she has to make a request in writing to the Minister for cancellation.

An employee who holds a valid Work Permit wishing to resign from his/her job will also need to cancel this Work Permit before another is issued to take up employment elsewhere in Saint Lucia.

Contact Us

 758-468-2710

 758-468-3183

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Barnard Hill, CASTRIES



Department of Labour

Work Permit Unit

"Permission to Undertake
Employment in
Saint Lucia"

What is a Work Permit?

The Work Permit Unit of the Department of Labour is responsible for the administration of the Foreign Nationals of Skilled and Unskilled persons. Under the Foreign National and Commonwealth Citizens (Employment) Regulation, anyone outside of the Organization of Eastern Caribbean States (OECS) wanting to conduct business or be gainfully employed in Saint Lucia must apply for a work permit.

A Work Permit is a certificate bearing a number and photograph that is issued to an expatriate which authorizes that individual to work for a specified company in Saint Lucia according to its stipulations for a period of time not exceeding one year.

Persons seeking to obtain a work permit are required to make an application to Department of Labour through their prospective employer - contractor, individuals - or through or legal representation.

How Work Permits are Approved

An application for approval of work permit shall be addressed to the Minister, who may in his or her absolute discretion grant the permit either conditionally or without conditions or may refuse to grant it. The prescribed work permit application form must be used for the request to be considered.

How Work Permit Exemptions are Approved

The request for an exemption is granted through:

- A Cabinet Conclusion or
- By the Minister through a written request made by way of a letter from the relevant organization addressed to the Minister of the Department of Labour. This document must state details such as the full name of the applicant, his/her nationality, period for which exemption is being sought, justification for exemption request, the job title, and an explanation of the duties to be performed by the applicant., which is ONLY granted at the discretion of the Minister.

NB: Individuals who are Exempted are not required to pay Work Permit Fees

Application Form Requirements

- All sections of the application MUST be completed, signed and dated. It is an offence punishable by law to supply any false or misleading statement or false documents in support of your application for a work permit or work permit exemption.

- Part I of the application (questions 1-19) should be completed by the applicant. The prospective employer of the applicant should complete Part II (questions 20-28) of this form. Employers should note carefully and provide the information required in questions 20-28 concerning the steps taken to recruit a Saint Lucian national for the job to be undertaken by the applicant.
- Applicants seeking a work permit on the basis of being self-employed should complete Parts I and II of this form.
- Applications that are not properly signed and dated will not be processed.
- Any question on the application that is not relevant to you, the applicant, should be marked with the letters N/A
- A non-refundable fee of \$100.00 is payable for processing the application.
- Where approval has been granted for a work permit, prospective employer of the applicant will be notified. Upon receiving the Notice of Approval, a Work Permit Fee is payable by the employer before the Work Permit may be issued. The Work Permit becomes effective from the date it was approved.
- Payment vouchers are available at the Work Permit Section of the Department of Labour, Barnard Hill, Castries
- Payments are to be made at any branch of the Treasury Department.

THE MINISTRY WILL NOT ISSUE A WORK PERMIT WITHOUT EVIDENCE OF THE PAYMENT OF FEES.