

## **REQUIREMENTS FOR WORKPERMIT/SPECIAL PASS RECOMMENDATION**

1. Letter addressed to the Executive Director, NGOs Coordination Board requesting for recommendation letter
2. Endorsement Form (download at [www.ngobureau.or.ke](http://www.ngobureau.or.ke) )
3. Dully filled Application Forms 25 & Form 27 from immigration Department
4. Letter of Appointment & Contract from the employer
5. All relevant copies of applicants' certificates
6. Detailed Curriculum Vitae of the applicant
7. Certified copy of the applicant's Passport
8. One (1) passport size photo (*in white or grey background*)
9. Copy of the advertisement done in at least one National Circulation Daily Newspaper in Kenya of the required position
10. Interview questions, long and short list of applicants entailing (name, age nationality, sex ,contacts and qualifications)
11. Understudy must be identified to take up the position upon expiry of the work permit
12. Provide a list of all employees in the organization entailing their names, nationality, job titles, email address and mobile contacts.
13. Where any document is made in a language other than English a copy of the translation into English language must be attached.
14. Criminal clearances certificate an equivalent of a certificate of good conduct in Kenya from the applicant's Country of origin for first time applications and has to be certified by any registered local lawyer and criminal clearance certificate from CID Kenya for all renewals.
15. Copy of previous permit for renewals of permits
16. Processing fee as follows :- (Please pay by cheque to NGOs Coordination Board)

- New application for work permit	- Kshs. 20,000/-
- Renewal of work permit	- Kshs. 20,000/-
- Special Pass	- Kshs. 16,000/-
- Appeal	- Kshs. 16,000/-

\*NOTE: ENSURE YOUR NGO FILE IS UP-TO-DATE