



Division Labor Affairs & Social Services Section Permits

Checklist required documents for employment permit

FIRST TIME

For the employer:

- Proof of labor registration of the current year
- Declaration form reviewed and signed (not older than 3 months) – **AB 2013 GT no. 357 article 3 lid 2i.**
- Proof of notification of vacancy, ***as stipulated in article 5 sub 5 Section C of the National ordinance on employment permits (not older than 6 months) AB 2013, GT no 357.***
- Newspaper ad with the date (no invoice). **In accordance with the Execution Policy of the employment permits A.B. 2013, No. 73, article 3 sub 2 Section h. (not older than 6 months)**
- ***Provide proof of all actions exhausted to recruit someone from the local labor market, evidence of recruitment efforts with NESC and within the Dutch Caribbean / Kingdom.***
- Completed application form, dated and signed. ***(information of possible counterpart must be mentioned here)***
- Copy of the labor agreement to be entered into with the non-national ***(must state salary, duration, work period / hours and position). The labor agreement must be signed by both parties***
- A Declaration from the Inspectorate of Taxes that the employer has an annual income of ANG. 36.000, or more **(for sole proprietorship & private household only)**
- **Payroll taxes receipts-**(Wage taxes, AVBZ, Turnover, and ToT)
- **SZV receipt- printout from SZV for Premium paid for the current month.**

For the non-national:

- Copy of the whole passport of the non-national (***valid for at least 3 months or more***)
- A recent passport picture of the non-national (***no older than 6 months***)
- **Educational Background form**
- **Original authentication of qualifications from country of origin, at the learning institute where the qualifications were attained. **** Note:** *The authentication procedure involves verifying and certifying the authenticity and the legality of an education document and its contents.***
Diplomas, certificates and reference letters of the non-national and all other evidence of qualifications and experience for the work to be performed. These qualifications must be translated in English or Dutch by a certified translator.
- Proof of payment of the processing fee
- Third parties submitting documents on behalf of the employer must have proper written authorization from the employer they represent and identifications

NOTE:

More than 3 applications are processed only by appointment in the afternoon hours. Please call 542-2026 or 542-0640 for an appointment.