



Division Labor Affairs & Social Services Section Permits

Checklist required documents for employment permit

Renewal (extension)

For the employer:

- Proof of labor registration of the current year
- 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 relevant (**first seven**) pages of the 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**)
- A copy of a detailed registration form from the census office (**not older than 6 months**)
- A copy of the **valid residence permit** and **employment permit**
- Proof of Valid Medical insurance **for the preceding period AND valid for this upcoming period . (AB 2013 nr 73 article 11 lid 2)**

*** Special note on Medical insurance***

All employees of a company have to be registered at SZV, once the employee meets the criteria for the Sickness Insurance.

Based on the Sickness Insurance National Ordinance, the employer has to pay the premium. The employer / business retains the right to privately cover their employees for sickness, however the private insurance **does not eliminate the legal obligation of the employer to register the employee and the employee maintains the right to be insured for Sickness Insurance with the SZV.**

Sickness Insurance criteria for an employee is:

- Working 5-6 day workweek
- Wages at or below the Sickness Insurance wage limit (please visit www.szv.sx for information on the wage limit)
- Working more than 12 consecutive days in a month
- Receiving a salary from the company
- There is an authority relationship between the company and the individual

- Crib number from the tax office of non-national

● **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.