



**Ministry of Public Health, Social Development & Labor  
Labor Affairs Agency  
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 federal ordinance on employments permits ( not older than 6 )
- Newspaper add with the date (no invoice). In accordance with the Execution Policy of the employment permits A.B. 2013 Nr. 73, article 3 sub 2 Section h. (Not older than 6 months)
- 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*
- Tax income letter (inkomensverklaring/income tax letter)(for sole proprietorship only)
- Copy tax return form for the payments of wage tax contributed AOV/AOV/AWW and contribution Algemene Verzekering bijz. Ziektekosten



**For the non-national:**

- Copy of the relevant (first seven) pages of the (valid for at least 6 months or more) passport of the non-national
- A recent Passport picture of the non-national ( not older than 6 months)
- A copy registration form from the census office (not older than 6 months)
- A copy of the present residence and copy employment permit
- Proof of Valid Medical insurance (SVB or other accepted by SMMC)
- Crib number from the tax office of non-national
- **Educational Background form attached with copies of diploma's and certificates of the non-national and all other evidence of qualifications and experience for the work to be performed. These documents must be authentic and/or legalized. Translated in English/ Dutch**
- 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.

**NOTE:**

More than 3 applications are processed only by appointment in afternoon hours. Please call 5437510 or 5430170 for an appointment.





**Ministry of Public Health,  
Social Development & Labor**

**Department of Labor Affairs**

*Application form Employment permit*

**Information petitioner**

1. Name of company or owner :
2. Address :
3. Telephone :
4. Fax :
5. Email :
6. Crib number :

**Information pertaining to the application of non-national**

7. Requested permit duration : 1 year ( ) 2 years ( )
8. Initial address of non-national off island :

**Information non-national**

9. Last name(s) :
10. First name(s) :
11. Date of Birth :
12. Place of Birth :
13. Complete current address :
14. Nationality :
15. Civil status :
16. Contact number (phone) :
17. Expiration date of residence :

**Information employment**

18. Position :
19. Nature of work to be performed :
20. Place where work will be performed :
21. Required qualifications, diploma's, certificates and experience for the work to be performed:

**Motivation of request**

22. A substantiated motivation of the need to employ a non-national for the work to be performed:

Sint Maarten,

(date and signature)

**EDUCATIONAL BACKGROUND OF NON - NATIONAL**  
7/26/2007

Name of employee: \_\_\_\_\_

Note: Please attach copies of diploma's and/or certificate (translated if needed)

Name of school	Years attended	Diploma Y/N	Country	Level
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-----	-----	-----	-----	-----

Languages	Spoken	Understood	Read	Write
Fl= fluently	P = poorly F= fairly	N=No		
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Other Qualifications/Skills :

\_\_\_\_\_  
Signature of Employer