



Applying for a work permit in Sierra Leone



Responsible Authority

Ministry of Labour and Social Security



Cost of application form

Le100,000



Required documents

- Completed application form, stamped by employer or employment agency
- Contract of employment duly signed by employer and employee
- Job description
- Curriculum Vitae of the worker
- Two recent passport size photos of the applicant
- Certificate from respective professional bodies that regulate the post for which a work permit is sought
- Academic/ professional certificate
- Photocopy of passport
- Previous work permit (for renewal application)
- Business license
- Tax Clearance and Tax Identification Number
- Memorandum and Articles of Association
- Succession plan in the case of employment
- Salary range
- Updated NASSIT contribution statements
- National Identification Number
- Other information as may be required by the Work Permit Committee
- Copy of employer's business registration certificates
- Copy of Resident Permit
- Copy of bio page of passport
- CV of employee



Other relevant information

- The Minister shall by notice published in the Gazette, declare the type and classification of trade, occupation or business in which a non-citizen may be employed or engaged
- A Work Permit is valid for one year from the date of issue and may be renewed annually thereafter
- The Minister may issue a provisional work permit (maximum three (3) months) to an applicant who wishes to commence work while his work permit application is in progress