

ENTRY PERMIT (EMPLOYMENT VISA) CHECKLIST

Part 1: Documents we lodge at the PNG Immigration & Citizenship Services

- Copy of completed Application for Entry Permit (http://immigration.gov.pg/images/documents/newforms/Application_for_entry_permit_form_new_savable.pdf)
- Copy of sponsor letter from the employer
- Copy of work permit approval letter from DLIR
- Original Maintenance Guarantee Bond – **Magnum to provide**
- Copy of photo page of employees passport

Part 2: Documents YOU send to PNG Overseas Mission/Consulate

The following **ORIGINAL** documents are **NOT** required to be forwarded to our office. These documents are submitted at the end of the approval process to the PNG Overseas Mission with your passport for visa stamping

- Valid Passport**
 - Original copy of Application for Entry Permit** (http://immigration.gov.pg/images/documents/newforms/Application_for_entry_permit_form_new_savable.pdf)
 - 1x Recent Passport Size Photograph**
 - PNG Radiological Report + Radiographer's letter**
You are required to have a chest X-ray and submit the completed and signed Radiological report as well as the report issued by the Radiological firm (on their letterhead)
NB: Do not send the X-ray plates
 - Completed PNG DFAT Medical Examination** (http://immigration.gov.pg/images/documents/Medical_Examination_Form.pdf)
A GP is required to complete the attached PNG Medical Examination document.
 - HIV Test Results**
Arrange to have a HIV test done, remembering that the HIV results may take up to ten days to receive so ask for your results to be forwarded as soon as possible
 - Police Clearance**
The applicant is required to undergo a Police Clearance Certificate for Visa purposes (name check only). Contact your nearest police station for advice on the procedure, or relevant Federal Police Headquarters, to do a police check. Some local police stations do not have the facilities and will give you the contact details as to where you can apply for a Police Clearance Certificate. Take note as to whether they will forward this to you, or directly to a PNG Consulate.
NOTE: If the applicant has not lived in the state or country where they currently reside for the last 5 years, they will need to have a finger print check as this will check the national records.
- ❖ Once the Entry Visa has been approved in PNG, the authorisation for the Entry Visa to be stamped in the passport will be transmitted to the PNG Overseas Mission (e.g. Brisbane). At this stage we will request you to courier the above documents in Part 2 to the PNG Overseas Mission.