

Hiring a global workforce comes with unique challenges, including compliance. As an employer, you can handle your company's operations, but some responsibilities belong to your employees.

One of those tasks is obtaining a work visa or permit and renewing it when necessary. While you cannot do this step for your employees, your company could face various consequences if your employees fail to get and keep the right documents.

Globalization Partners can oversee your employees' work permit status and ensure compliance at all times.

## **Dominica Work Permits**

While many surrounding countries offer dedicated work visas, Dominica has permits that allow applicants to perform work for a fixed period.

If a job lasts over six months, the work permit can grant an employee automatic residency. Each work permit is valid for one year from its date of issue. Holders can renew their permits annually.

## **Requirements to Obtain a Dominica Work Visa**

To apply for a work permit, your employees need the following documents and information:

- Two completed copies of the work permit application
- A medical certificate stating the applicant is healthy
- A written job offer — usually a letter from you confirming the employee's role and accepting responsibility for them
- Employers and self-employed applicants should bring their certificate proving registration and a bank statement showing their company's legitimacy
- A police record from the applicant's home city
- Three copies of the original job posting in newspapers

- A return ticket to the applicant's home country or proof of funds to cover their return ticket
- The receipt proving payment of the application fee
- A passport with at least six months' validity left
- A photocopy of the passport bio page
- Two passport-style photographs
- Two testimonials — one from the applicant's last employer
- Marriage certificate, if necessary
- Proof of tourist visa extension to cover the wait time

### **How to Get a Work Visa in Dominica**

The Division of Labor within the Ministry of National Security and Home Affairs issues work permits. To apply, your employees must submit the items listed above to the Labor Division in Roseau.

The application process can take several months, so applicants must prepare for the wait time accordingly.

### **Other Considerations**

While most people must obtain a work permit, there are several exceptions. Some employees who may be exempt from work permit requirements are:

- Skilled nationals covered under the Caribbean Community (CARICOM) Skilled Nationals Act.
- United Nations representatives.
- Representatives of other international and regional organizations that Dominica participates in.
- Accredited diplomats.
- Expatriates working within the government.
- Those exempted by the Ministers of Legal Affairs and Immigration and Labor.

Renewing a work permit requires many of the same documents as the application process.

The notable differences include:

- Applicants for renewal must bring a copy of their original work permit.
- The police report must come from the local Commissioner of Police.
- The applicant only needs one photograph.
- Renewal requires a letter from you, the employer, outlining the position and its duration.

The Aliens Landholding Regulation Act bars noncitizens from buying and owning land. Applying for a work permit will not exempt applicants from this rule.

### **Seamless Compliance With an Employer of Record**

As an employer, your knowledge of and compliance with work permit standards are vital to your company's success. Missing and outdated work permits can delay your expansion and incur fines.

At Globalization Partners, we oversee various operations, including work permits, hiring, and payroll. With our help, you'll never fall out of compliance. We understand how important these tasks are for growing companies, which is why we take all liability for oversight. Our team also includes an experienced legal team, a dedicated support staff, and in-country experts in each of the 187 countries where we have business entities.

### **Trust Globalization Partners**

Contact [Globalization Partners for more information](#) about how our global PEO services can help you ensure total compliance.