

## ***Requirements to Issue Work Permit in Ethiopia***

### ***A. Requirements for New Work Permit***

#### **A1. For Governmental Organizations**

1. An application letter from the employing organization;
2. Support letter from the immediate project supervising government organization;
3. Support letter from the Ministry of Health or Education, if the employee is going to work in health or education sector, respectively;
4. Photocopy of Passport of the employee;
5. five passport size recent Photos of the employee;

#### **A2. For Private Organizations**

1. An application letter from the employing organization;
2. Investment Certificate issued by the Investment Agency, or Business license issued by the Ministry of Trade and Industry, or, Trade license of the Organization if the Head Office of the same is outside Ethiopia;
3. Support letter from appropriate organization;
4. Photocopy of Passport of the employee;
5. Five passport size recent Photos of the employee;

**A3. For Non Governmental Organizations**

1. An application letter from the employing organization;
2. Support letters:-
  - Support letter from the Disaster prevention & preparedness agency (DPPA), for project Experts/staff;
  - For the posts of country Representative of the organization and top Management:-
    - b1) Support letter from regions/Appropriate Regional Bureaus;
    - b2) Copy of Operational agreement entered into by the NGO and Disaster prevention & B3) Preparedness Agency (DPPA)
    - b3) Project agreement entered into by the NGO and appropriate Regional Government body.
    - b4) Education Certificate;
3. Photocopy of Passport of the employee;
4. Five passport size recent Photos of the employee;

***B. Requirements to renew Work Permit***

**B1. For Governmental Organizations**

1. A work Permit Renewal application letter from the employing organization.
2. Work Permit Card of the employee.
3. Support letter from the Ministry of Health or Education, if the employee is working in the Health or education sector, respectively.
4. Photocopy of the employee's Residential Permit.

**B2. For Private Organizations**

1. A Work Permit Renewal application letter from the employing organization.
2. Work Permit Card of the employee.
3. Renewal Investment Certificate of Business License.
4. Support letter from appropriate organization.
5. Photocopy of the employee's Residential Permit.

### **B3. For Non-Governmental Organization**

1. An application letter from the employing organization.
2. Support letters:-
  - a) Support letter from the Disaster Prevention & Preparedness Agency (DPPA), for project Experts/Staff.
  - b) For the posts of country Representative of the Organization and top Management:-
    - B1) Support letter from Regains/Appropriate Regional Bureaus;
    - B2) Copy of Operational agreement entered into by the NGO and appropriate Regional Government body;  
Project agreement entered into by the NGO and appropriate Regional Government body;
  - c) Support letter from the Ministry of Health of Education, if the employee is going to work in the Health or Education sector, respectively.
  - d) Renewed Certificate of Registration from the Ministry of Justice;
  - e) Support letter from appropriate organization for the employees of Associations;

3. Work Permit Card of the employee;
4. Photocopy of the employee's Residential Permit;

***C. Requirements to Issue Work Permit Clearance***

1. A letter of application for clearance from the employing organization;
2. The work Permit Card of the employee;

***D. Service Charges for Work Permit***

1. To obtain new work Permit 600 Birr (Birr Six Hundred).
2. To Renew Work Permit 500 Birr (Birr Five Hundred).
3. To replace damaged/lost Work Permit 400 Birr (Birr Four Hundred).