

## DÉPARTAMENT DE L'IMMIGRATION

Services de L'Immigration et de Passeport de Vanuatu  
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P.O.Box 9092, Port-Vila, Vanuatu



## IMMIGRATION DEPARTMENT

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### Labour Mobility Passport Applications Process:

In light of the Current COVID pandemic, Passport office has reviewed its current process to adhere to the strict health protocols in place. Below are the new process of passport application for agents and interested workers.

#### 1. APPLICATIONS COMPLETED AND HAS ALREADY BEEN SUBMITTED TO THE PASSPORT OFFICE:

##### Steps.

1. Talk to your recruitment agents to get an approved placement to travel.
2. Once Placement is approved, Agent will advise Labour Department.
3. Labour Department will advise Passport office.
4. Passport office will Print the Passport.
5. Labour office and your Recruitment agent are advice to collect your passport from passport office.

##### Flow chat of the process.

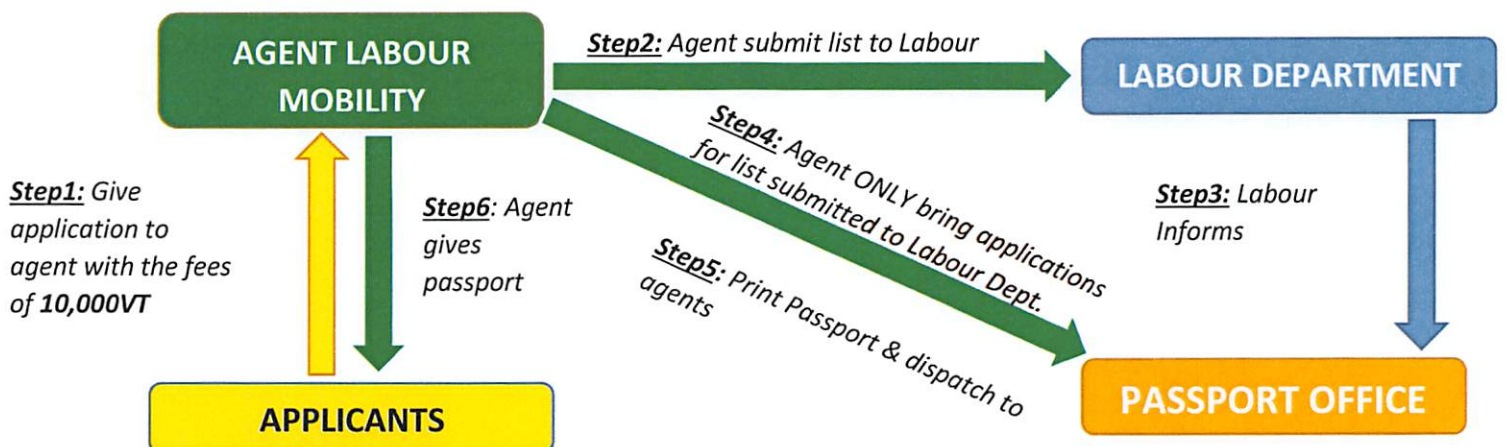


## 2.NEW APPLICATIONS FOR PASSPORT:

### Steps.

1. Talk to your recruitment agents to get a placement to travel.
2. Submit your application for passport and fees to your agent to process the application to Passport department.
3. Agent to inform labour on the approved placement.
4. Passport office will print the passport and advice recruitment agent to collect the Passport.

### Flow chat of the process.

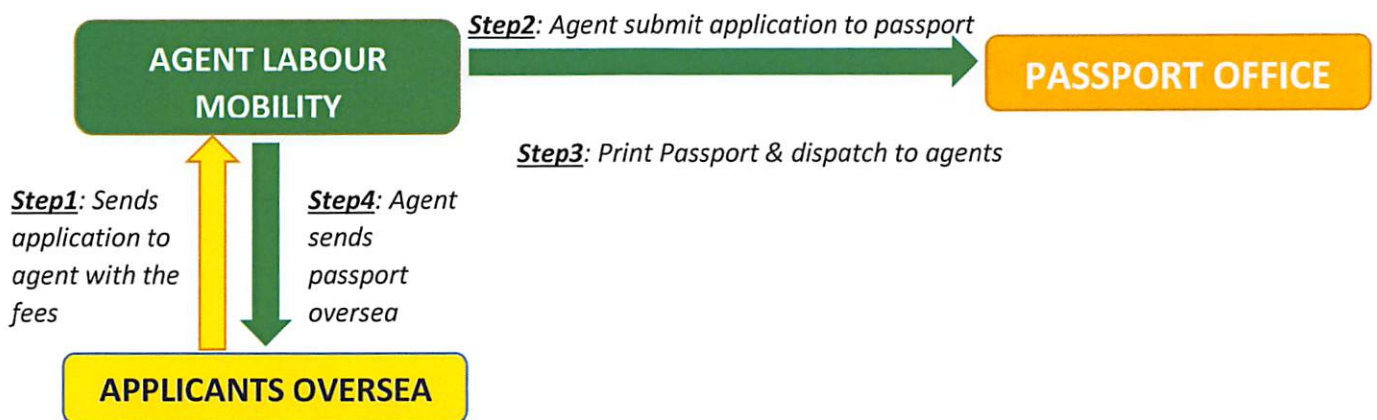


### 3. RENEWAL PASSPORTS FOR WORKERS OVERSEAS:

#### Steps.

1. Submit your application for renewal to your recruitment agent.
2. Agent process the application to Passport office.
3. Passport office print the Passport and inform the Agent to collect your passport.
4. Agent will send passport directly to you.

#### Flow chat of the process.



#### CASHIER PAYMENT SCHEDULE:

Days	Type of customer received
Monday	Labour Mobility Passport Applications from authorised agents
Tuesday	Citizenship Agents Passport Applications from authorised agents
Wednesday	Visa (PR & residence permit), Preparation of docs (VNPF Letter/Citizenship letter), penalty,
Thursday	Scholarship Students Passport Applications/ Medical and others apart from Labour Scheme.
Friday	Visa (PR & residence permit), Preparation of docs (VNPF Letter/Citizenship letter), penalty,

## PASSPORT OFFICE CUSTOMER SCHEDULE.

Days	Type of customer received
Monday	Scholarship Students Passport Applications/ Medical and others apart from Labour Scheme.
Tuesday	Labour Mobility Passport Agents to submit and collect application.
Wednesday	Citizenship Agents Passport Applications from authorised agents
Thursday	
Friday	

## IMPORTANT NOTES.

- ✓ Recruitment agents are responsible for the submission of the application and collection of passport from the Passport office.
- ✓ Follow the dates above to Make payments and submit applications to passport office.
- ✓ Recruitment Agents to Collect Fees for Passport and Make payment.
- ✓ No additional charge by Agents to workers.
- ✓ Recruitment Agents are responsible for the Renewal of the workers' passport if they are overseas.
- ✓ Recruitment Agents must submit the approved list of travel on any new additional names to Labour department before processing passport application.
- ✓ Fees for all labour Mobility is 10,000vt. There are no urgent and express fees.

For more clarification on the process please contact passport office on email [vispassport@vanuatu.gov.vu](mailto:vispassport@vanuatu.gov.vu) or visit our website for more information.

Immigration department seeks the collaboration of all stakeholders to ensure that services is provide to all citizens in this challenging environment.

Yours sincerely

Jeffrey Markson  
Director

Vanuatu Immigration Services.

