



**IMMIGRATION & CITIZENSHIP AUTHORITY**

**CHANGE OF STATUS (CONDITION 3)  
PERMIT CHECKLIST**

**EXT 11**

Name of Sponsor (If applicable) : \_\_\_\_\_  
 Name of Applicant : \_\_\_\_\_  
 Name of Agency (if applicable) : \_\_\_\_\_  
 Name of Person Lodging : \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Landline #: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
 Email: \_\_\_\_\_

*Please complete the following checklist for the application. Place a Tick in Column four below:*

Description	Issue of new entry visa to a person who changes marital status whilst in PNG		
Condition	Must be a holder of a valid entry visa & produce legal marriage certificate		
No.	Requirements	Comments	Tick (v)
1	Signed Undertaking Letter addressed to CMO & Attention DCMO		
2	Duly completed Extension Form Must be clear, signed and dated by applicant unless unable to sign then Guardian		
3	Original Migration Service Fee (MSF) of K2000	<b>Quote MSF</b> _____	
4	Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter	Must include amended details	
5	ICA Maintenance Guarantee Bond		
6	(i) For Marriage - Copy of Marriage Certificate (ii) For Divorce - Copy of Divorce Certificate	<b>Legal document evidencing the change of marital status</b>	
7	Old passport with current visa		
8	New Passport (Validity of 6 months or more)	<b>Must include Amended name(s)</b>	

**If Applicable:**

Letter of Explanation	Late Application / Overstayers
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**Over Stayer Fee if Applicable:**

(i)	Original Receipt of Migration Service Fee (MSF)	<b>Quote MSF</b> _____
(ii)	K3000.00 (29-60 DAYS)	<b>Quote MSF</b> _____
(iii)	K5000 (61 DAYS-1 YEAR)	<b>Quote MSF</b> _____
(iv)	K10 000 (FROM 1 YEAR ONWARDS)	<b>Quote MSF</b> _____