



ICA
 PAPUA NEW GUINEA
 PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

NEW PERMIT CHECKLIST

EXT 13

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

NEW VISA (Child Born in Country)
Please complete the following checklist for the application. Place a Tick in Column Four below:

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	For Dependents Unable to sign then Guardian Authorized	
3	Copy of Principle's Visa Page		
4	New Passport must be valid more than 6 months		
5	K200.00 Migration Service Fee (MSF)	Quote MSF	
6	Copy of Birth Certificate		

If Applicable:

ICA Maintenance Guarantee Bond	Working Resident / Working Resident Dependent(s)	
Copy of Principal's Passport bio page, existing visa page, Work Permit, Contract	If New Dependent Visa lodged Individually	