



# Instructions to make an Electronic Submission: Work Permit Transactions

**Note:** The following instructions are provided as a guide to carrying out electronic submissions for work permit transactions with WORC.

If you have questions regarding the process, contact Customer Care:

**Email:** [WORC@gov.ky](mailto:WORC@gov.ky) | **Phone:** 945-9672 | **WhatsApp or text:** 925-7199



1. Complete relevant application form for the work permit facility being applied for:
  - Temporary Work Permits (which will be issued for 3 months)
  - Temporary Work Permit Extensions (which will be issued for 3 months)
  - Renewal of Annual Work Permits
  - Work Permit Amendment
  - Working by Operation of Law (WOL)
  - Work Permit Grants
  
2. Review fee schedule for relevant fee associated with the work permit facility being applied for  
<https://www.worc.ky/images/FeesScheduleImmigrationRegulations2019Revision.pdf>
  
3. Make payment using [Electronic Funds Transfer \(EFT\)](#) or through the WORC payment portal using a [Debit or Credit Card](#)
  
4. Submit application, EFT confirmation page or Card Payment Receipt and relevant supporting documentation to: [WORCpermitsubmissions@gov.ky](mailto:WORCpermitsubmissions@gov.ky)

**Subject Line: Employee's Name – Employee's File Number**  
e.g. John Doe –123456

**Guidance Notes:**

- KYD to USD conversion is at \$0.82
- File format should be in Portable Document Format (PDF) only
- If scanning, files must be a minimum of 300 Dots Per Inch (DPI)
- All documents containing photographs, graphics and text, especially handwritten ones, must be clear and legible
- Cropped, tilted, skewed, distorted and/or incomplete documents will not be accepted
- Facsimiles are not acceptable
- Forms should be in the correct page number order and there must be no missing pages
- Documents submitted that are determined as unacceptable and requested for a re-scanned submission will result in a delay of processing
- The application and all supporting documents must be scanned as regular size, plain, white paper and duly completed



- The following are unacceptable: coloured paper, card stock, letterhead, parchment, or transfer paper
- Fees
  - Payments can be made via one of the following methods:
    - [Electronic Funds Transfer \(EFT\)](#)
    - [Debit or Credit Card Payment](#)
  - At the time of submitting your application, the following fees must be paid:
    - Non-refundable administrative filing fee
    - Work permit fee for the appropriate employment category. [Click here](#) for Fees Schedule
    - Dependant fee (if applicable)
    - Repatriation fee (if applicable)
      - For the prospective employee and each spouse/dependant, if any (only if applying for a Work Permit Grant)
- Any enquiries regarding this process should be sent to [WORC@gov.ky](mailto:WORC@gov.ky)

**Reminder**

*Customers are reminded to include a copy of the EFT / internal account transfer confirmation with your application when submitting to [WORCpermitsubmissions@gov.ky](mailto:WORCpermitsubmissions@gov.ky).*