



DEPARTMENT OF IMMIGRATION SERVICES
ISSUANCE OF KENYA ENTRY PERMITS
CHECKLIST
(PLEASE TICK AS APPROPRIATE)

NO	REQUIREMENTS	YES	NO
FOR ALL CLASSES A-M			
1	Duly filled and signed application Form 25		
2	Signed cover letter from the employer / self / organization addressed to the Director of Immigration Services		
3	Copies of national passport		
4	Two recent coloured passport size photo		
5	Current Immigration status if in the country		
6	Valid organization Tax Compliance Certificate for new cases, and both valid organization and individual Tax Compliance Certificates for renewal cases		
DOCUMENTS FURNISHED			
CLASS A	License to prospect for minerals mine		
	Proof of funds for investment atleast (minimum USD 100,000)		
	Current license and copy of PIN certificate(for renewals)		
	Signed audited accounts for the last one year (for renewal		
	Processing fees non refundable (kshs. 10,000)		
CLASS B	Proof of land ownership/leasehold		
	Proof capital availability(bank statement)		
	Clearance/license from relevant bodies		
	Copy of PIN certificate		
	Current audited accounts(for renewal)		
	Processing fees non refundable (kshs. 10,000)		
CLASS C	Proof of membership to a prescribed profession		
	Copies of certified academic and professional qualifications		
	Copy of PIN certificate		
	Processing fees non refundable (kshs. 10,000)		
CLASS D	Dully certified copies of academic and professional certificates		
	Curriculum Vitae		
	Duly filed and signed application form 27		
	Name of Kenyan understudy		
	Certified copies of academic certificates and full contracts of the understudy:- email, address, cell phone		
	Curriculum Vitae of the understudy		
	Certificate of registration of the organization		
	Clearance letter from relevant institutions		
	Processing fees non refundable (kshs. 10,000)		
CLASS F	Copy of license held		
	Proof of funds for investment (manufacturing)minimum USD 100,000		
	Registration certificate of the company		
	Memorandum of understanding		
	Articles of association		
	Signed current audited accounts(for renewals)		
	Shareholders certificate (CR12)		
	Copy of PIN certificate		



	Processing fees non-refundable (kshs. 10,000)		
CLASS G	Documentary proof of capital to be invested atleast USD 100,000		
	Certificate of incorporation of the company		
	Memorandum of understanding		
	Articles of association		
	Copy of PIN certificate		
	Signed current audited accounts(for renewals)		
	Duly filled form 27		
CLASS I	Registration certificate of the organization		
	Certified copies of academic and professional certificates		
	Processing fees non refundable (kshs. 1,000)		
CLASS K	Documentary proof of annual assured income of atleast USD 24,000		
	Processing fees non refundable (kshs.10,000)		
CLASS M	Recommendation letter from the Department of Refugee Affairs		

NB:

- a)
 - (i) Please ensure that your postal address is correct with postal code included.
 - (ii) All documents submitted must be in English / or translated to English by relevant embassies or authorised organizations.
- b) For all government contracts the following should be presented in addition to other requirements:
 - (i) Valid signed contract
 - (ii) Letter from relevant Ministry or Government Department attaching list of applicants indicating their full names, nationality, passport number and profession.

Submitted by:

Name:.....
 Cell phone no.
 Organisation.
 ID / Passport Original seen
 Copy of ID / Passport attached
 Contact person
 Email address / Cell no.

FOR OFFICIAL USE RECEIVING OFFICER

NAME
 REMARKS
 SIGNATURE
 DATE

INDEXING OFFICER

NAME
 REMARKS
 SIGNATURE
 DATE.....

RECOMMENDING OFFICER:

NAME
 REMARKS
 SIGNATURE
 DATE