



**FORM 25**

**REPUBLIC OF KENYA**

THE KENYA CITIZENSHIP AND IMMIGRATION ACT, NO.12

APPLICATION FOR ISSUANCE/ OR RENEWAL OF PERMIT

TO: THE DIRECTOR OF IMMIGRATION SERVICES  
P O BOX 30191  
NAIROBI  
KENYA

<b>FOR OFFICIAL USE ONLY</b>
Entry Permit Class .....
Approved for ..... Years .....
Months.....
Date.....Signature.....



*Personal particulars of the person for whom permit is required*

1. Full name .....
2. Contacts .....
3. Place and date of birth .....
4. Nationality .....
5. Passport No. ....
6. Date and place of issue .....
7. Full names of spouses(s)  
.....  
.....  
.....
8. Particulars of children, full names, sex, date and place of birth:
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
  - (e) .....

(Use separate sheet where applicable)

9. Particulars of previous permit(s) held  
.....
10. Particulars of previous applications for permit which were declined
  - (a) Date of application .....
  - (b) Class .....
  - (c) Reasons for rejection .....

**PART I**

*(To be completed in respect of employees by the employer)*

I/We (name of employer) ..... of (postal address) ..... being engaged in (*state profession or business*) .....

wish to employ the above named foreign national.

11. Place of employment (give full details) .....
12. Job title .....
13. Job description .....
14. Employees qualifications (give full details and attach certificates and testimonials)
  - (a) .....
  - (b) Technical or professional .....
  - (c) Previous experience (in full and attach evidence) .....

Name of employer, Nature of employment, Period so employed

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....

*(If more space required give details in separate sheet)*

15. Period of employment offered .....

16. Annual salary offered .....
17. Other benefits offered .....
- .....
18. (a) What steps have you taken to confirm that the skills/qualifications sought are not available locally (*give full details and evidence*)
- .....
- .....
- .....
- (b) If you have a Kenyan citizen who you are training for this post, please indicate the following (Attach employment contract):
- (i) Name and contact (Address and mobile phone) .....
- (ii) ID Card number .....
- (iii) Date training began .....
- (iv) Date training will end .....
- (v) Qualifications of understudy .....
- (c) (i) If you do not have a Kenya citizen who you are training for this post, give Reasons:
- .....
- .....
- .....
- (ii) State the steps you are going to take during the validity of the permit to engage a Kenya trainee:
- .....
- .....
- .....
- .....

19. If this application is approved will the proposed employee be instrumental in training Kenya citizens, if so, give details.

.....  
.....  
.....  
.....

**DECLARATION:** I declare that the foregoing particulars are correct in every detail.

Signature .....

Date .....

Designation .....

**EXPLANATORY NOTES**

It is the Government policy that the economy of Kenya should be manned by trained and competent citizens. Permits are issued to foreign nationals with skills not available at present on the Kenya Labour Market, only on the understanding that effective training programmes are undertaken to produce trained citizens within a specified period.

**PART II**

*(To be completed in respect of investors, consultants and self employed applicants.)*

I apply for a permit under Class .....

20. Proposed place of business .....

.....  
.....

21. Details of consultancy, profession, trade, business or manufacture in which you wish to engage

.....

22. Qualifications to support application

- (a) Available capital
- (b) Academic qualifications and experience (Attach CV)
- (c) Technical qualifications and experience (Attach CV)

.....  
.....

23. Details of capital and income available, sources of income and present locality of capital

.....  
.....

24. Details of any license and/or registration required to qualify for the class of permit for which you have applied and proof that you have obtained or will be able to obtain such license and/or registration .....
- .....

I declare that the fore going particulars are true and within my knowledge.

Signature ..... Date .....

**PART III**

*(To be completed in respect of Class K)*

I apply for permit under class .....

25. Proposed place of residence (give details of physical address)
- .....
- .....
- .....

26. Details of assured income (attach evidence)
- .....

27. Details of income available and sources
- .....
- .....
- .....
- .....

I .....undertake, it

I am issued with a permit, not to engage in any kind of employment whether paid or unpaid without the prior written authority of the Director.

Signature ..... Date .....

The following are the classes of Permits that are issued:-

- A Issued to persons who intend to engage in prospecting for minerals or mining.*
- B Entry permit issued to persons wishing to invest in Agriculture and Animal husbandry.*
- C Entry permit issued to persons wishing to practice certain prescribed professions.*
- D Is issued to a person who is offered specific employment by specific employer who is qualified to undertake that employment.*
- F Entry permit issued to investors in the manufacturing sector.*
- I Entry permit issued to a member of a missionary society approved by the Government of Kenya and whose presence is beneficial to the country.*
- G Entry permit issued to investors in trade or business (other than a prescribed profession).*
- K Entry permit issued to a person who has an assured income derived from sources outside and undertakes not to accept paid employment of any kind.*
- M Entry permit issued to Conventional refugees.*