



## WORK PERMIT SEASONAL WORKERS

1. **Application** for issuance of approval/extension of approval of temporary residence in BiH (you may undertake the form at the field office or download from the official website of Service, it has to be duly completed by hand or typed, signed by the applicant of application and printed on one sheet of paper, both sides),
2. **BAM 150 of administrative fee** for approval/extension of temporary residence,
3. **Recent photo**, size 35x45mm,
4. **Copy of passport** - page with data, last entry into BiH, visa for long term residence visa 'D', time validation of travel document should be at least three months longer than requested period of approval of temporary residence,
5. **Copy of form of registration of alien's residence** - 'white card' (only when he/she submits application for approval of temporary residence),
6. **Copy of last decision/notice** on approved temporary residence or sticker of approval of temporary residence (only when he/she submits application for extension of temporary residence),
7. **Work permit** issued by competent department of Fund for Employment,
8. **Concluded contract on work** or obligatory offer for job in status of seasonal worker in BiH, with specified: place and type of work, duration of employment, salary, working hours (per week or month), amount of paid leave (if any), date of commencement of employment, and other working conditions.
9. **Evidence** that the employer undertakes responsibility for the alien during his/her stay in BiH, which include the costs for subsistence, accommodation, food, health insurance and return, as well as that the accommodation costs will not be automatically deducted from his/her salary.
10. **Medical attestation** issued no later than three months prior to the date of submitted application indicating that an alien does not suffer from a disease presenting a threat to public health in BiH issued by the competent medical institution for conducting medical checks. The medical certificate is not being added on occasion of residence extension except in extraordinary cases upon the evaluation of competent field office,
11. **Attestation** of the competent authority in the alien's country of origin confirming that no criminal proceedings and penalty for criminal acts have been imposed against him/her. Such certificated shall not be issued later than six months prior the date of submitted residence application. This evidence is not being disseminated for minors of age until 14 years an aliens submitting application for extension of temporary residence except in extraordinary cases upon evaluation of competent field office,
12. **Evidence that no criminal proceeding** is being conducted issued by the competent court in BiH, not longer than six months prior to submitting application **and certificate on no criminal record** issued by competent Ministry of Internal Affairs in BiH, if checks are not disseminated officially (evidence is not being disseminate when it is approval of residence),
13. **Evidence on secured accommodation in BiH** - evidence on possession of real estate wherein is located apartment or contract on rent of apartment, statement by landlord where alien has secured accommodation giving consent for the utilization of apartment with evidence on property or utilization of apartment.

**All foreign documents must be translated  
at one of languages which are in official usage in BiH!**

**All aforesaid evidences are being enclosed in original or certified copy, except evidence of item 5, and 6, and evidence of item 4 must be delivered in two samples, wherein one sample is certified and other in copy.**