

## FORM 3



### REPUBLIC OF NAURU

### IMMIGRATION ACT 2014

## APPLICATION FOR LOCAL BUSINESS (EMPLOYMENT) VISA

<p><b>About this form</b> Important – please read this information carefully before you complete your application. Once you have completed your application, we strongly advise that you keep a copy for your records.</p> <p>Before filling in the form, ensure that you have all the required documents, and ensure that you have read the information page carefully, particularly the section on visa conditions.</p> <p><b>Making a valid application</b> To make a valid application, you shall:</p> <ul style="list-style-type: none"><li>• Use this application form (available from all Nauruan diplomatic missions, from the Department's website <a href="http://www.naurugov.nr/justice/visa.html">www.naurugov.nr/justice/visa.html</a> or from the Immigration Office in Nauru);</li><li>• Complete the form in English;</li><li>• Answer all questions truthfully;</li><li>• Provide all required supporting documents;</li><li>• Pay the required visa application fee;</li><li>• Lodge the application with the Immigration Office in Nauru either through a representative in person or online at <a href="http://www.naurugov.nr/justice/immi/online/application.html">www.naurugov.nr/justice/immi/online/application.html</a></li></ul> <p>Any application that does not meet these requirements will not be a valid application and cannot be processed.</p> <p><b>Passport Information</b> Please note that your passport shall not be due to expire within 3 months from the date of your application. If you change your passport after you have been granted a visa, you shall notify the Immigration Office in Nauru.</p> <p><b>Options for receiving written communications</b> You may opt to have all communication about your visa application sent to you electronically via email, or in hard copy via the postal service. Electronic communication is recommended because of the delays that can occur with the postal service. If you are outside Nauru and do</p>	<p>If you provide incorrect information or documents, this may affect whether you are granted a visa or not, or your visa may be subsequently cancelled.</p> <p><b>Visa application fee</b> Payment shall accompany your application.</p> <p>Payment can be made in cash at the Nauru Revenue Office or by electronic bank transfer (receipt being included with your online application or provided to the Immigration Office in Nauru in person by your representative).</p> <p>The visa application fee is non-refundable.</p> <p><b>Who the form covers</b> The application form covers you and your spouse and children accompanying you to Nauru (where applicable).</p> <p><b>Supporting Documents</b> The documents you shall provide are listed in Part G of this application form. Attach all documents with your application.</p> <p>'Certified copies' of documents means copies authorised or stamped as being true copies of originals by a Commissioner for Oaths or, if you are outside Nauru, a similar person or agency in your country. Do not provide originals unless you are asked.</p> <p>All documents not in English shall be accompanied by a certified English translation of the original.</p> <p><b>Business Licences Act 2017</b> If you propose to conduct a business, you shall obtain a business licence under the <i>Business Licences Act 2017</i>.</p> <p><b>Conditions of Local Business (Employment) Visa</b> The maximum length of a local business (employment) visa is 12 months but it may be renewed. You shall immediately notify the Director if there is a relevant change in your circumstances, for example, ending your</p>
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<p>not have access to email but do not wish to incur the delays associated with the postal service, you may request that all communications in relation to your visa application be delivered in hard copy to your representative in Nauru.</p>	<p>employment in Nauru, the birth or adoption of a child, you getting married, divorced or formally separated or any death. It is an offence not to do so.</p>
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**REPUBLIC OF NAURU**

**DEPARTMENT OF JUSTICE AND BORDER CONTROL**

**Application for Local Business (Employment) Visa**

**Part A – Application overview**

1. What type of activity do you propose to conduct?

\_\_\_\_\_

\_\_\_\_\_

2. For what type of visa are you applying?

Multiple entry up to 12 months

**Part B – Your details**

3. Your full name (as shown on your passport or travel document)

Family name \_\_\_\_\_

Given names \_\_\_\_\_

4. Name in your own language or script (if applicable) \_\_\_\_\_

5. Sex  Male  Female

6. Date of birth (day/month/year) \_\_\_\_\_

7. Place of Birth Town/City \_\_\_\_\_ Country \_\_\_\_\_

8. Details from your passport

Passport number \_\_\_\_\_

Country of passport \_\_\_\_\_

Date of issue (day/month/year) \_\_\_\_\_

Date of expiry (day/month/year) \_\_\_\_\_

Issuing authority/Place of issue \_\_\_\_\_

9. Of which countries are you a citizen? \_\_\_\_\_

10. Country of current residence? \_\_\_\_\_

11. Current marital status  Single  Married  In a de facto relationship  Widowed

12. Your current residential address \_\_\_\_\_

13. Your current email address \_\_\_\_\_

14. If the visa is granted and you are not currently residing in Nauru, what is your proposed residential address in Nauru? \_\_\_\_\_

15. Address for correspondence (you may nominate either an email address or a postal address)

\_\_\_\_\_

16. Your telephone numbers

Business hours (country code, area code, number) \_\_\_\_\_

After hours (country code, area code, number) \_\_\_\_\_

17. Your main language \_\_\_\_\_

**Part C – Your spouse (if spouse is accompanying you)**

18. Your spouse's name (as shown on your spouse's passport or travel document)

Family name \_\_\_\_\_

Given names \_\_\_\_\_

19. Sex  Male  Female

20. Date of birth (day/month/year) \_\_\_\_\_

21. Place of Birth Town/City \_\_\_\_\_ Country \_\_\_\_\_

22. Details from your spouse's passport

Passport number \_\_\_\_\_

Country of passport \_\_\_\_\_

Date of issue (day/month/year) \_\_\_\_\_

Date of expiry (day/month/year) \_\_\_\_\_

Issuing authority/Place of issue \_\_\_\_\_

**Part D – Your children (if children are accompanying you)**

23. Your child's name (as shown on your child's passport or travel document)

Family name \_\_\_\_\_

Given names \_\_\_\_\_

24. Sex  Male  Female

25. Date of birth (day/month/year) \_\_\_\_\_

26. Place of Birth Town/City \_\_\_\_\_ Country \_\_\_\_\_

27. Details from your child's passport

Passport number \_\_\_\_\_

Country of passport \_\_\_\_\_

Date of issue (day/month/year) \_\_\_\_\_

Date of expiry (day/month/year) \_\_\_\_\_

Issuing authority/Place of issue \_\_\_\_\_

28. Your child's name (as shown on your child's passport or travel document)

Family name \_\_\_\_\_

Given names \_\_\_\_\_

29. Sex  Male  Female

30. Date of birth (day/month/year) \_\_\_\_\_

31. Place of Birth Town/City \_\_\_\_\_ Country \_\_\_\_\_

32. Details from your child's passport

Passport number \_\_\_\_\_

Country of passport \_\_\_\_\_

Date of issue (day/month/year) \_\_\_\_\_

Date of expiry (day/month/year) \_\_\_\_\_

Issuing authority/Place of issue \_\_\_\_\_

33. Your child's name (as shown on your child's passport or travel document)

Family name \_\_\_\_\_

Given names \_\_\_\_\_

34. Sex  Male  Female

35. Date of birth (day/month/year) \_\_\_\_\_

36. Place of Birth Town/City \_\_\_\_\_ Country \_\_\_\_\_

37. Details from your child's passport

Passport number \_\_\_\_\_

Country of passport \_\_\_\_\_

Date of issue (day/month/year) \_\_\_\_\_

Date of expiry (day/month/year) \_\_\_\_\_

Issuing authority/Place of issue \_\_\_\_\_

\* Additional pages with the required information under this Part may be attached to this form if there are additional accompanying children

**Part E – Processing details**

38. Have you previously been to Nauru, or held a visa for Nauru, or do you currently hold a visa for Nauru?  No  Yes ► Give ALL relevant details

39. Have you ever been refused a visa to enter Nauru?  No  Yes ► Give ALL relevant details

40. Have you ever had a Nauruan visa cancelled?  No  Yes ► Give ALL relevant details

41. If lodging this application from outside Nauru, from which country are you lodging it? \_\_\_\_\_

**Part F – Health and character**

42. Have you ever had or currently have tuberculosis or any other serious disease, condition or disability?

- No
- Yes ► Is the disease, condition or disability one that requires or is likely to require medical care or which is contagious?
- No  Yes ► Give ALL relevant details

43. Have you ever:
- Been convicted of an offence which is punishable by a fine of not less than \$5,000 or to a sentence of death or to imprisonment for not less than 2 years, for which you have not received a free pardon?
- No  Yes
- Been charged with any offence that is currently awaiting legal action?  No  Yes
  - Been removed or deported from any country?  No  Yes

If you answered 'Yes' to any of the above questions, you shall give ALL relevant details. If the matter relates to a criminal conviction, please give the nature of the offence and full details of the sentence.

**Part G – Document checklist**

44. You shall provide the following documents with your application.  
 Note: if the documents are in a language other than English, certified English translations of those documents shall be provided, together with copies of the original documents.

Complete the following checklist by ticking documents that you have attached with your application, and writing "N/A" if a particular document does not apply to you and is not required with your application.

Certified copies of the identity pages of your passport or travel document	<input type="checkbox"/>
Certified copies of the identity pages of your spouse's passport or travel document	<input type="checkbox"/>
Certified copies of the identity pages of your child's passport or travel document	<input type="checkbox"/>
1 recent passport sized photograph (45mm x 35mm) of yourself, with your name printed on the back of the photograph	<input type="checkbox"/>
1 recent passport sized photograph (45mm x 35mm) of your spouse, with your spouse's name printed on the back of the photograph	<input type="checkbox"/>
1 recent passport sized photograph (45mm x 35mm) of your child, with your child's name printed on the back of the photograph	<input type="checkbox"/>
A police certificate as to your lack of criminal record, or your criminal record if any, in the place in which you have resided for the previous 12 months (note: the record should cover your whole recorded history in the relevant jurisdiction; and should be from the jurisdiction/s in which you have lived in the previous 12 months; for example, if you have lived in China for the past 12 months, you should provide a police certificate of your whole criminal record in China; if you have lived in Nauru for the last 12 months, you should provide a police clearance from Nauru)	<input type="checkbox"/>
A certificate of medical fitness (including certificate that chest x-ray and blood tests have been conducted and have not shown any contagious disease or serious abnormality)	<input type="checkbox"/>
Certified copy of marriage certificate	<input type="checkbox"/>

Certified copy of birth certificate of child	<input type="checkbox"/>
Proof of your employer's citizenship <i>(Birth certificate or passport bio data page and tax number)</i>	<input type="checkbox"/>
Statutory declaration that your employer's business is wholly-owned by Nauruan citizens <i>(Statutory declaration form under the Oaths, Affirmations and Statutory Declarations Act 1976 is to be completed and witnessed before a Commissioner for Oaths)</i>  <b>Note: Penalty for making a false declaration is \$10,000 or 5 years imprisonment</b>	<input type="checkbox"/>
Evidence of ownership of business by Nauruan citizen or wholly-owned Nauruan business <i>(A certificate from the Registrar of Business Names, Corporations or Partnerships to be submitted)</i>	<input type="checkbox"/>
Current business licence issued to your employer under the <i>Business Licences Act 2017</i> <i>(A copy of the business licence is to be attached)</i>	<input type="checkbox"/>
Employment contract or an offer and acceptance letter of employment <i>(This must be executed by the employer and the applicant)</i>	<input type="checkbox"/>
Letter by your employer outlining the reason or reasons for employing a foreign national <i>(Requirement of Regulation 8(5)(e) to be complied with)</i>	<input type="checkbox"/>

**Part H – Payment details**

45. Have you attached a receipt as evidence of your payment of the application fee?

Yes  No (if you answered 'No', your application will not be processed)

**Part I – Declaration**

46. This declaration shall be signed by the applicant. Warning: Under the *Immigration Act 2014* it is an offence to make a false or misleading statement for the purpose of obtaining a visa.

Declaration:

- I declare that the information I have supplied in this application is complete, correct and up to date in every detail.
- I understand that if I give false or misleading information, my application may be refused or any visa granted may be cancelled.
- I will inform the Immigration Office of any relevant change of circumstances (including change of address) while my application is being considered, or during the period in which I hold a visa.
- I have read and understood the information supplied to me in this application form.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

*We strongly advise that you keep a copy of your application and all attachments for your record*