



COMMONWEALTH OF DOMINICA

MINISTRY OF JUSTICE IMMIGRATION AND NATIONAL SECURITY

**DIVISION OF LABOUR AND IMMIGRATION**

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**MEMORANDUM**

**FROM:** Labour Commissioner

**TO:** Honourable Prime Minister of the Commonwealth of Dominica

**THRU:** Secretary to the Cabinet

**DATE:** January 12, 2015

**REPORT OF THE LABOUR COMMISSIONER TO THE PRIME MINISTER (REGARDING  
MATTERS OF IMMIGRATION AND LABOUR)**

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Sir, please ignore previous report dated January 5, 2015 as it was an unedited draft erroneously dispatched. Captioned matter refers. As you may recall during your visit to my office on December 19, 2014 accompanied by the Honourable Ministers Collin McIntyre and Honourable Reginald Austrie, you expressed the following concerns and requested information from me regarding those concerns.

According to you, you had information and evidence which indicates that staff of the Division of Labour and Immigration was involved in what you described as "*racketeering of visas/work permit*". You indicated that while you could investigate and have persons arrested you are giving me the chance to investigate and to fix it. These revelations were shocking to me especially in the manner in which it was addressed to me. You no doubt appeared to have been very disturbed I am of the understanding that you are expecting me to act immediately. I have been given directive by

you to fix the referred alleged unethical behaviour of some of my staff and their involvement with others in the processing of visas and work permits.

Sir, I am unaware of any current involvement of members of staff in the alleged racketeering of visas. However, as you may recall in my response to you, I indicated that I am aware that there are serious concerns about persons involved with visa applications and that I had information and intelligence also, most of which I have shared with the relevant other Government Agencies. I further indicated to you that no one has given me a listening on the matters that concerns me for so many years as it relates to the processing of visas. At the time I was referring to the fact that my efforts to deal with the situations arising from the processing of visas and some of the concerns raised by you have not been taken seriously by my supervisors and managers. You asked me to write to prove that I have been making efforts to deal with the situation, hence my memorandum to you.

I have taken the opportunity to report on all areas of concern to me as it relates to the Division of Labour and Immigration and some of the services provided to the public. Sir, since 2008 I have raised numerous concerns at Heads of Division (*management*) Meetings with the Ministers for Immigration and the Permanent Secretaries for Immigration. My countless efforts to have the Permanent Secretary organise a meeting with the Honourable Minister for Immigration to discuss my concerns was always turned down. I was always given the assurance that my concerns are being addressed and that the authorities were aware of those concerns. It seem clear to me that these assurances were not genuine, since my experience in recent years have proven that I am still considered responsible for the numerous allegations levelled at the Division, especially regarding the processing and issuance of visas.

There have also been concerns regarding the tardiness in the processing of applications for Citizenship and Permanent Residence. As you would know, to date there are no Regulations to guide matters regarding Permanent Residence in Dominica which is legislated in *Section 19 (a)* of the Immigration and Passport Amendment Act No. 19 of 2003. I have resubmitted recommendations to the Honourable Minister for Justice regarding the same and hope that this matter could be finally given some attention. I had received no comments on recommendations made previously.

All applications for Citizenship and Permanent Residence must be subject to a process of due diligence. Most times the files are delayed during this process. Once files are returned to the Division with confidential report, cabinet papers are prepared for the Honourable Minister's consideration. During the past seven years the Division has had at least six (6) changes of Ministers of Labour and immigration and this has also contributed significantly to delays in the process due to the fact that each Minister adopts a different approach and the Division generally has to have files reviewed for resubmission. During these processes there are files that were submitted that

were never returned and the whereabouts are unknown as the change of Ministers a times meant change of location and office. That maybe explains why some files may have been lost in the system. Another concern is that files are returned to the Division from Cabinet with notes which indicate that they have either been *withdrawn* or *deferred*. Cabinet matters are secret and confidential and we are often confused not knowing how next to proceed with the files since enquiries made to the former Permanent Secretaries or Ministers gives no sense of direction nor information in that regard. The files are placed in special folders and await further instructions which sometimes come many months or even up to a year after. That is usually associated with a Minister requesting the status of one of these applications. It is only then the files are resubmitted. Despite the heavy takes and huge crowds associated with the Division of Labour efforts have been made to expedite the processes and in the year 2014 especially prior to the elections 70% of the backlogged files were dealt with.

Regarding Labour and Industrial Relations, despite the work load and very small technical staff efforts continue to be focused on numerous activities which includes but are not limited to:

- Conciliatory, mediation and negotiation services in Alternative Dispute Resolution; and we continue to provide advisory services on a daily basis for persons reporting difficulties at the work place;
- Labour Inspections and revisits of farms, businesses establishments, quarries, industrial sites among others;
- The promotion of Occupational Safety and Health in the work place;
- The promotion of International Labour Standards;
- Participation in lectures, seminars, workshops and briefing both with private and public sector entities;
- Public relations activities with institutions and the media especially Dominica Broadcasting Corporation (DBS), and Kairi FM, Government Information Service (GIS) and to Marpin 2K4.
- Currently the Division of Labour is working with the Environmental Health Department in the development of a National Occupational Health and Safety Policy for Dominica, and The Division is also participating with that Department in the development of a Occupational Accident Surveillance System for the reporting and monitoring of occupational accidents.

The Division has been continually blamed by the public for matters that have been referred for arbitration and are before the Industrial Relations Tribunal. Despite of our efforts to educate and inform the public on the arbitration process. Even persons within the public service and in Government continue to confuse the Alternative Dispute Resolution process with the Process of Arbitration. Delays of matters before the Tribunals are way beyond the control or responsibility of the Division of Labour. Once matters are investigated and referred to the Minister for Labour with advice, and the Minister refers those matters for arbitration, the role of the Division of Labour is complete except to facilitate and assist the Tribunal administratively in the execution of its function. The Division of Labour cannot intervene in any matter before the Tribunal or influence in anyway the manner in which that institutions conducts its work. The delays are mostly due to the intervention of lawyers in the process and the delay tactics used by respondents to frustrate the process. The Industrial Board is appointed by the Minister and reports to the Minister.

In order to facilitate dialogue and understanding between the Minister for Labour and the Board I have organised two meetings between the Board and the Minister since assuming office; the first in 2008 and the other in 2014. Minutes of those meetings have been forwarded to the present Minister for Labour so that he could be updated on the work of the Board and have an idea of the issues which may require his intervention.

There are still many matters that require the intervention of the Minister for Labour and efforts were made to recently resubmit for the Minister's consideration various matters for decision in order to enable a better functioning of the Division of Labour and facilitate the effective operation of Dominica's Labour Administration System. The referred matters are:

- ✓ Regarding submission to the Competent Authority (*Parliament*) as required by the International Labour Organization (ILO) constitution of all instruments adopted.
- ✓ Regarding the need for regulations to guide the processing and issuance of Permanent Residence in the Commonwealth of Dominica. In keeping with Section 19 (a) of the Immigration and Passport Amendment Act No. 19 of 2003
- ✓ Regarding the designation of Safety Officers under the Employment Safety Act 90:08.
- ✓ Regarding appointment of the Industrial Relations Advisory Committee (IRAC), As outlined in ILO Convention on Tripartite Consultation No. 144 of 1976, Labour Administration Convention No. 150 of 1978, the Industrial Relations Act Chap 89:01 of the Laws of Dominica.

- ✓ Regarding the Proposed Labour Market Information System (LMIS) for Dominica, under the OECS Project.

In recent years, I became increasingly concerned with the processing of work permits due to the fact that information was reaching my office that numerous Haitians were involved with Dominican nationals in deceptive practices to obtain work permits. During various interviews I discovered that Dominican nationals and Haitian nationals were facilitating persons to receive work permits by offering job letters when in fact the individuals were not employed with the persons concerned. Some of these matters were dealt with swiftly by my office and many person's applications were denied and others were required to find genuine employers. The latter was the preferred approach because it was clear that Government policy towards to Haitian migrant population was to have them regularised rather than return them to Haiti especially after the devastating earthquake of 2010. As you may recall, Government had granted an amnesty to all illegal migrants to have their status regularised without any fear of prosecution. In discussions with the Former Permanent Secretaries on the matter, he confirmed that the inclination was to assist the Haitians in the best way possible since their repatriation often brought a cost to the Government and was not in keeping with the Government's humanitarian approach in that regard.

Despite the above, my observation of applications that were coming before me for approval caused me to continue to be suspicious concerning Haitian work permit applications submitted for approval. Issues of lost files, duplicated files, incomplete applications and concerns regarding suspicious employers and the quality of applications was addressed by me at various staff meetings. I also brought my concerns to former Permanent Secretaries and as a result since 2009 up to three staff members' tenure at the Division was discontinued by the Permanent Secretaries. That brought the concerns under control however, I again became suspicious especially in 2013 when I learnt from different sources that persons were claiming that clients were paying locals and Haitians alike for work permits.

My enquiries continued by closer scrutiny to the applications and more extensive interviews. While I have no evidence to prove that staff may have been involved with the clients in such an activity, circumstances caused me to suspect that there may have been some facilitation of such activity by a particular staff. On my return from vacation in March of 2014, I decided to conduct an internal probe. I again discovered that numerous clients were allowed to apply for work permits without the required extension of stay as vacationers and without all requirements such as police records or employment letters and bank statements among others being attached to the application. My observations were discussed with the former Permanent Secretary and on three occasions with the Senior Executive Officer. On all occasions I observed that the Officer was very defensive rather than being interested or curious. I took the decision to conduct interviews with all the clients and required of the applicant's to change their employer or face denial. In the process I

discovered the multiplicity of alleged employers were very close friends of the Senior Executive Officer who often tried to explain their circumstances and asked for favourable consideration on their behalf.

I worked closely with the Registration and Filing Clerk and Typist in monitoring the authenticity of applications and suspicious trends. As a result of my observations I took the necessary administrative steps to deter and discourage the involvement of that staff member in the processes. One of the steps included returning all files to her for review and correction and the second was the rejection of applications appearing suspicious. The reaction to that led to the staff retaliating by continuously behaving in a disorderly, scandalous and hostile manner towards me and other staff. I wrote to that effect and as a result the Permanent Secretary appointed two investigators to look into the matter.

The mandate and directive given to me by you fix the racketeering which involves staff of the Division of Labour and Immigration is a very difficult one given the current circumstances. As I will explain, I have made great efforts in attempting to deal with the issues however, I cannot do it alone because I am not responsible for the current situation being as is. Further, it will require proper policies and serious decisions on the part of those relevant authorities to fix the system. My efforts to deal with rising negative trends and activities of negative consequences have been futile and has led me and the staff I manage to moments of extreme frustration.

My actions and decisions are continuously overturned, vetoed, reversed, overridden or revoked by my Ministers and Permanent Secretaries, and numerous complaints made by me was never enquired into nor investigated. This has undermined my confidence and that of my staff, and has left the Division to be ridiculed, criticised, mocked and disregarded by members of the public. We are constantly being told by clients that our decisions have no merit and that we have no importance, some would often say that they know where to go to get what they want, and the truth is; they do get what they want. I do not believe that there is a genuine concern to treat seriously with the current situation. Visa applications continue to be treated as a commodity and persons refer to the fact that "*some getting and some not getting*" and who should get and who should not get, as if to say that it's something that is being rationed out. I would expect that the only qualifier for someone to be granted a visa is the fact that the application has met all established requirements.

As the Labour Commissioner I have become the victim of countless false accusations, libelling, assaults and threats, especially from persons who feel that I am hindering them from prospering in their business of making monies out of visas. It is the price I've had to pay for my efforts in attempting to maintain the integrity of the system and to safeguard the public's trust and confidence in the services that we render.

Since the relevant attachments or annexes to this memorandum would make this memorandum extremely bulky and voluminous, and may discourage your reading, I will merely refer to a few instances of such actions on my part for your information and guidance:

- My two minute to the Honourable Minister for Labour dated March 2, 2010 and February 1, 2011 referred to abuse of licence privileges and violation of terms and conditions of a contract for the importation of farm workers. Mr. Lennox "Cockie" Honore is well known by all and his activities are not limited to farming although there is no doubt that he is a farmer for decades. My recommendations were not upheld and I was instructed to issue him with an additional 25 visas to have him import more Haitians to the island after he had violated his agreement for an initial 25 workers which he was authorised to import. Investigation conducted by myself revealed that Mr. Honore never applied for work permits for these migrant workers and they all disappeared from Dominica within a short space of time through unknown and unexplained means. To this date Mr. Honore does not speak to me and has continuously made very distasteful and defamatory statements about me.
- On three occasions between 2009 and 2011 my efforts to deny work permits to now famous Haitian nationals Mr. Willione Thevenin and his Concubine and known accomplice Ms. Guerline "Ti Sere" Montaban Rene, was overturned by the then Minister for Labour and Immigration and I was instructed to approve the same on behalf of the parties mentioned. The denials was meant to cause them leave the State since information and intelligence sharing between my office and the CID, Special Branch Department and the Immigration Department of the police revealed serious concerns regarding the deceitful activities of the said individuals and their involvement with locals in importing Haitian nationals who would suddenly disappear from their jobs and the State after being granted work permits. To date Guerline and Willione still reside in Dominica and by all observation continue their activities.
- I my memorandum to the Chief of Police dated July 30, 2012 entitled "*the suspected circulation of falsified visitor's visas an apparent illegal entry into Dominica*" I raised my concerns regarding more than fifteen (15) Haitian nationals who were allowed entry into Dominica by Immigration Officials with visas which appeared to have been falsified. I requested an investigation into the matter to determine the nature and origin of the falsified visas in order to be able to determine appropriate remedial actions. To date I have no information as to whether an investigation was ever carried out. The Immigration Department shared no further information regarding those persons and no specimens of

those suspected fraudulent visas were shared with the Division of Labour to facilitate an appropriate response by the Division to deal with the threats of illegal entries.

- In 2011 I wrote the Honourable Minister for Immigration regarding Ms. Guerline Montaban Rene a Haitian national who I have referred to before, who was allowed to enter Dominica through the Melville hall Airport on three occasions without a valid work permit and without an entry visa. To date I have had no feedback on whether or not there was an enquiry. Ms. Montaban constantly publicly claims that she don't deal with "cacarats" and she knows exactly who to go to.
- On more than four occasions within the last five years I have worked with my various Permanent Secretaries to put rules in place and adopt proper procedures and guidelines regarding the processing of visas to ensure the integrity of the system and trust in the officers concerned with the process. Such guidelines having been approved by the Permanent Secretaries and endorsed by the Minister are often brushed aside and shelved as instructions from my superiors require me to deal with the process in manners that in themselves disregard the guidelines.
- My memorandum to the Deputy Labour Commissioner and to the Acting Executive Officer for Immigration in May 2013 regarding my observations as it related to the processing of visas during my absence on vacation was never enquired into in a formal way by the Permanent Secretary. I must state that my personal efforts to manage the situation has led to much better working relations, transparency and accountability as it relates to these two members of staff. Today these issues are no longer a matter of concern.
- Currently there is an investigation which is being conducted by the Permanent Secretary for the Ministry of Justice, Immigration and National Security regarding complaints I made to him about the disorderly conduct of a senior staff member at the Division of Labour and Immigration. The disorderly conduct arose as a result of my efforts to distant and remove this staff from the processing of visas since I was satisfied that such staff had compromise the integrity of the office and was working in the interest of her so called "client" rather than the State of Dominica. It is my hope that at the end of the investigation the right decisions will be taken in order to restore the normal functioning of the office. At this stage that staff has no dialogue with the rest of the team and has sort to destroy the image of every other member of staff in revenge for my actions and their support of such action.
- As I stated previously, decisions and recommendations for the denial of visas which my office know to be part of an unethical and organised visa business involving Dominicans



and Haitians are continuously overturned, nullified, reversed and overruled by my supervisors and managers. The statistics can prove that up to 70% of all visa applications denied by my office was returned to the Division within weeks with instructions to issue them. In addition most recently more than 60% of all visas recommended for endorsements are actually pre-approved by the Minister even before the applications are admitted into process. The fact is the greater part of the approvals is not subject to the discretion or decision of the Labour Commissioner or the Division of Labour and Immigration.

I have carried out my functions professionally and ethically and have auto-imposed numerous rules on my office to safeguard the integrity of the processes that I manage on behalf of the Government and people of Dominica. I do not have any audience with members of the public alone in my office, and I do not see or discuss any visa applications with members of the public neither before nor after the applications are processed. That is to ensure that I work objectively and without prejudice in making recommendations to the Minister for his approval.

Despite all this, I am subject to directives and instructions from my supervisor and managers and very often I receive request from high ranking officials in Government including members of Cabinet to assist and facilitate with certain matters within my jurisdiction. I carry out such request as priority and with great respect and without any reservation, because I understand the role of the Government and parliamentarians in meeting the needs of the people, and I know it is only correct and prudent for me to assist in every way I can to ensure that me and my staff carry out our mandate of service to the Government with efficiency and reliability. My desire has always been to ensure that the office facilitates requests from any Government source with due consideration irrespective of any other information or observation. As a result, numerous persons receiving large amounts of visa approvals would not have succeeded without the intervention of the Government Officials.

I manage the affairs of the office along ethical guidelines and endeavour to preserve the integrity of my supervisors. Never has any conversation, dialogue or verbal exchange of any kind between myself and a member of Government became public, and my prudent management of confidentiality within the system has ensured that only members of staff concerned with assisting in given task becomes aware of certain information. That is because I am aware that persons not supportive of the party in power (*Government*) may use their privileged to access and divulge information that may have negatively impact the public's opinion regarding the Division of labour and immigration and may be used to discredit the Government.

Quite often members of the public who sometimes get frustrated when they cannot have their way make frivolous complaints against the staff of the Division, where the complaints are justified

the matters have been addressed where possible, however most times some are not justified. I have not been deterred because I am aware that in managing the affairs of Government my first responsibility is for my personal security and my second is loyalty and service to my employer the Government of Dominica. I will continue to safeguard the integrity of my supervisors and do all in my power to protect my Minister from any unfair actions or attacks from the public as it relates to matters under my purview. I must admit that most times I feel that I am entirely alone in a stormy sea where no one sees me, hears me nor cares as to my fate or demise. On more than one occasion in the recent years I have taken extended vacation due to my frustration with the "status quo" and the lack of response to matters of concern to the office.

Through all of this, my staff and I continue to work hard to ensure that Government service is delivered to the public in a timely manner and with the desired quality. I therefore would like to respectfully and humbly reiterate to you the Prime Minister, certain recommendations that I have made before, regarding the management of the visa process within the Division of Labour. I am aware that my responsibility is to inform and advise. I do not take offence if my advice is not considered. I respect my superiors and respect the discretion afforded to them by virtue of the high offices which they hold. However I am determined not to be made responsible nor held to blame for any action or decision taken by any other person no matter who it may be. Everyone is responsible to answer for their actions and I will not accept blame no matter what the circumstance for things that are not my doings. I will answer to the matters that are my responsible and I will defend my integrity and that of the office I have been charged and mandated to manage on behalf of the Minister for Labour and Immigration and the Government of Dominica as long as I am allowed to do so. As demonstrated in this report, I have always approached any challenge at the Division of Labour and Immigration by confronting them, discussing them with staff, seeking solutions at the divisional level, informing or reporting them to the Permanent Secretary and the Minister where necessary and making recommendations and suggesting solutions that may resolve any issue that may arise. As Labour Commissioner I have had to employ every style of leadership except being "*Laisser faire*" in order to function successfully and deliver on expectations.

However there are matters that are annoyances and even now in January of 2015, I still have to call on the police to remove individuals who come to the office with the sole purpose of threatening, verbally abusing and maliciously and falsely accusing me and my staff and disrupting work. My numerous complaints about a particular nuisance and vagrant; Mervin Charlie Andre has never been addressed nor was concern shown by the authorities. I congratulate the present Acting Permanent Secretary who has shown genuine concern about the general performance of the staff at the Division and is actively working with the labour commissioner and the Minister to address

matters of productivity performance as well as dealing with those issues that negatively impact on the achievement of the goals set out by the Department.

Considering all the aforementioned, I hereby humbly and respectfully make the following recommendations:

1. If there is any evidence or proof available to the Government of any wrong doing by the staff of the Division of Labour and Immigration, then the matters should be investigated and the persons brought to answer before the appropriate authorities, whether it be Judicial, Conventional or Administrative.
2. That, an urgent meeting be arranged between the Honourable Minister for Immigration, the Permanent Secretary for Immigration, the Labour Commissioner and the Deputy Labour Commissioner in order to identify the areas of concern and make suggestions to develop a stable and lasting solution to the problems related to the processing of visas.
3. That all steps should be taken by the relevant Authority to develop and safeguard the maintenance of clear official guidelines by which the visa processing staff of the Division of Labour must exercise their functions when dealing with visa applications. I further humbly and respectfully advice that the guidelines be clear, practical and realistic, and respected by everyone.
4. That effort is made to deal with applications expeditiously to avoid accumulations and backlogs. Processing method should be refined and streamlines to allow for a more efficient and prompt process.
5. That trust and confidence should be placed in the staff responsible with the processing of visas. If the staff conduct is such that the staff cannot be trusted, then the Permanent Secretary or other relevant authorities should take the necessary steps as outlined in the General Orders and the Public Service Regulation to deal with conducts that may be considered inconsistent with those expected of the staff. or
6. That Government may wish to consider the establishment of an independent "Visa Processing Unit" separate from the Division of Labour and Immigration, in other to allow the technical staff of the Division to focus on matters of Labour Administration and Labour and Industrial Relations.

I have attached the following for your information:

- ✓ Sample of one of the protocols that was used for processing visas during the year 2013 and part of 2014. *(Note: there is currently no established guidelines for the processing of visas as my previous comments on the matter have described).*
- ✓ *Statistics of visas/work permits processed for the last two calendar years (2013 and 2014)*
- ✓ Visa application requirements (Checklist)
- ✓ Work permit requirements (Checklist)

Sir, I trust that my effort to brief, update and inform you on the current subject matter will assist a long way in developing the necessary policies and guidelines for the processing of visas. I hereby respectfully and humbly submit the same for your consideration.

Thank you.

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**Matthew LeBlanc**  
**Labour Commissioner**

Cc: - *Honourable Minister for Justice, Immigration and National Security*  
- *Permanent Secretary for Justice, Immigration and National Security*

**OUTLINE OF THE ACCEPTED PROTOCOL FOR THE PROCESSING AND ISSUANCE OF VISITOR'S OR  
DOMESTIC VISAS IN DOMINICA.  
(June, 2013)**

Sir, regarding procedures involving the processing of visas.

The process begins when clients' representatives call in at the Division to enquire about the visa application, or when the clients themselves contact the Division through email or by telephone seeking information regarding visa application. The person applying for the visa must be out of the island. Visa forms (copy attached) are public document and may be obtained at the Division or online.

The process is guided by the laws of Dominica and administrative policies that have been in place since the functions were under per view of the Ministry of Legal Affairs and Immigration (copy attach). As you know these procedures and policies are now being reviewed by our Ministry and productive meetings and discussions are ongoing among managers in order to inform the Hon. Minister on the formulation or adoption of a common policy on matters of immigration and especially visas.

Sir the legislations relating to visas in Dominica are:

1. The Immigration and Passport Act chap: 18:01
2. The Immigration and Passport Amendment Act No.19 of 2003 and
3. Statutory Rules and Order (SR&O) No.10 of 1993

The last page of the visa form outline the requirements which must be met before visas can be accepted for processing. The functionaries may require additional information before or during the course of the processing of the visa. Documents such as birth and marriage certificate and affidavits may be required depending on the case. The invitation of children for example will require a letter from parents and proof of maternal bound just to site an example.

The visa form which is the most important document must be filled legibly and completely and must be signed by the person preparing it, by the applicant and by the public notary officer or commissioner of oaths witnessing the signing. Information relating to purpose for wanting to visit Dominica as well as intended address and contact numbers once in Dominica must be clearly indicated on the form. The sponsors are required to present a letter supporting that sponsorship and in addition, must submit a recent bank statement and photocopy of a recognized identification (passport, social security card or drivers licence).

Proof of payment of processing fees that is ECC \$200 must be attached to the application. Waiver of fees has to be authorized by the Financial Secretary upon request of by the client or agency.

The Honourable Minister for Immigration or the Permanent Secretary acting on his behalf may authorize the waiver of processing fees in writing to the Labour Commissioner. That letter is usually accompanied by a letter of request from the agency, institution or person requiring the waiver and must contain all information relevant for the person on whose behalf the waiver is required. In most cases photocopy of the bio-data of passports are to be attached. This ensures that the waiver is issued to the person for whom it is intended and that all information relevant to that person including spelling of names addresses among other things are correctly represented on the waiver. The original copy of the waiver is sent to the requesting person representative or pertinent institution while copies of the same are forwarded to the Inspector in charge of Immigration in Roseau and Sergeant in charge Melville Hall Airport.

All documents forming part of visa applications must be in the English language. All documents in foreign languages must be translated to English by a recognized translator. Translations must be notarized and the original copy of all relevant documents attached. The passports must be valid for at least three months.

Once all these requirements are met the visa applications are accepted for processing. At the Division of Labour, all applications are vetted by the Executive Officer (E.O) for Immigration. She then passes them to the registering clerk for recording. They are returned to her organized and passed on to the Senior Executive Officer who then forwards them to the Labour Commissioner for his review. The Labour Commissioner then vets each application with the assistance of the Senior Executive Officer (SEO) or in her absence the EO. During this process sponsors may be called and investigations may be done to verify declarations made on the form or enquiries maybe conducted with agencies and professionals to verify authenticity of documents presented and veracity of declarations made, as well as to determine sponsors ability to engage in the process. At the end of this process, the Labour Commissioner considers those applications meeting requirements for approval and forwards the passports to the immigration Department for vetting, to determine the integrity of the same. Those applications considered for denial are forwarded to the Permanent Secretary with the appropriate denial form for his consideration.

The Inspector In-charge of Immigration returns the passport to the Labour Commissioner after vetting with a minute of his observations. The Labour Commissioner then forwards the applications to the Executive Officer for Immigration for her processing. They are then returned to the Labour Commissioner with visas affixed in Passport. The labour commissioner forwards the same to the Permanent secretary for his consideration and signature. This entire process has the duration of an average two to three weeks. Only Haitian applications are further vetted by the immigration officials due to the numerous incidents of fraud discovered with passports of nationals of Haiti.

Normally all visa applications are received on Mondays and up to 1pm on Tuesdays of every week. However, in exceptional cases applications may be received at any time. All government visa applications are processed expeditiously.

Visas issued by the Permanent Secretary are returned to the Labour Commissioner who forwards them to the E.O. The visas are sealed and entered in the register for approval or for denial depending on the outcome. Passports are now ready to be delivered to the clients.

Sir, I sincerely hope that this information has been helpful, please be assured that I and the Division of Labour and Immigration holding you at the highest esteem and I would be happy for an audience with you to discuss any matter pertinent to the functions under my management.

***Labour Commissioner***

**GLOBAL STATISTICS**

**VISAS/WORKPERMITS**

**(January-2015)**

<b>YEAR</b>	<b>ITEM</b>	<b>TOTAL AMOUNT OF APPLICATION RECEIVED</b>	<b>TOTAL AMOUNT APPROVED</b>	<b>TOTAL AMOUNT DENIED</b>
2013	VISAS	3,999	3,192	807
2014	VISAS	5,871	4,607	1,264
2013	WORK PERMITS	1,883	1,889	Withdrawn 6
2014	WORK PERMITS	2,153	2,158	Withdrawn 5



**The requirements for entry visa to the Commonwealth of Dominica are stipulated on the last page of every visa application form, and they are as follows:**

**(2014)**

- ✓ Passport with no less than six months Validity
- ✓ Two passport size pictures
- ✓ Bank statement from applicant and/or Sponsor
- ✓ Letter of employment of applicant (*where applicable*)
- ✓ Letter of invitation from sponsor/or letter of application from applicant (*whichever applicable*)
- ✓ Marriage Certificate and/or Birth Certificate in case of spouse or child (*where applicable*)
- ✓ Receipt of payment of application fee of (US\$75.00 or EC\$200.00)
- ✓ All relevant documents translated in the English language
- ✓ Notarized signature of applicant as prescribed in application form.
- ✓ Full contact information including phone numbers or email

Regarding sufficient funds for application of entry visa to Dominica, There is no legislation or administrative directive on an amount. However, the tradition has been to require the applicant to have at least the full cost of a return ticket and the equivalent of at least US\$400.00 for "Security Bond" which is paid upon entry.

**WORK PERMIT**  
**PARTICULARS TO BE SUPPLIED WITH RESIDENCE/WORK APPLICATION**  
*FORM (L.I. 12)*

All non-Nationals above the age of 18 years **MUST** complete application form **IN DUPLICATE**.

Applications **MUST** in addition supply the following particulars with this form:

- (1) A medical certificate that the applicant is in good health and has not in the past three years suffered from any communicable disease (***Form attached***)
- (2) Letter from employer stating the following: type of employment, *wages (daily, weekly, monthly)*; accepting responsibility for employee; and offer of employment for one year in the first instance
- (3) A statement from the Commissioner of Police of the applicant's **HOME STATE** setting out the applicant's police record
- (4) Proof that the applicant has a return ticket to his normal place of residence or has made a deposit to cover the cost of such ticket
- (5) Two (2) passport-size photographs
- (6) Application fee: **\$800.00 (Non-CARICOM Members) OR \$250.00 (CARCOM)**
- (7) Photocopy of Treasury receipt as proof of payment of application fee
- (8) Marriage Certificate (*where applicable*)
- (9) Three copies of newspaper clippings of advertised vacant position (*except for Agriculture and Labourer tasks*)
- (10) Valid passports (*passports must be valid up to six months at any given time*)
- (11) Extension of stay is required until permit is approved
- (12) Photo copy of passport bio-data page.
- (13) If self employed please include:
  - I. A Bank Statement
  - II. Certificate of Registration