

**DEPARTMENT OF IMMIGRATION
MINISTRY OF HOME & CULTURAL AFFAIRS**

SERVICE: ISSUANCE OF WORK PERMIT

SERVICE ACCESS POINTS:

- Service Division, Department of Immigration, Thimphu
- Phuntsholing Regional Immigration Office
- Gelephu Regional Immigration Office
- Samdrup Jongkhar Regional Immigration Office
- Samtse Regional Immigration Office

ELIGIBILITY:

- A foreigner intending to visit the Kingdom for employment upon fulfilling the requirement as per the Immigration Act and Rules.
- The foreign worker should be at least 18 years of age at the time of application for Work Permit.

PROCEDURES TO AVAIL THE SERVICES

Documents Required:

- Approval from the Department of Labour, Ministry of Labour and Human Resources
- Duly completed Work Permit Application Form. Form available at www.doi.gov.bt
- Duly completed Employer Undertaking. Undertaking available at www.doi.gov.bt
- Duly completed Employee Undertaking. Undertaking available at www.doi.gov.bt
- Copy of Passport or Voter Identity Card
- Copy of relevant Visa/Entry Permit
- Medical Fitness Certificate issued by a competent government certified medical officer in Bhutan
- Passport size photograph
- The Department may ask for additional documents during assessment, if required.
- Upon submission of complete documents and assessment by the Department, a foreign worker shall be required to enroll biometric and capture facial image.

TURN AROUND TIME (TAT):

One working day from the date of payment of applicable fees

FEE:

Card Fee = Nu. 200

CONTACT/FOCAL PERSON:

Sl. No	Name	Contact No.	Email ID	Address
1	Ms. Kinley Wangmo	02-330874	kwangmo@mohca.gov.bt	DoI, Thimphu
	Mr. Norbu Chogyal	02-331263	nchogyal@mohca.gov.bt	
2	Ms. Meera Dhimal	05-254447	mdhimal@mohca.gov.bt	RIO, Phuntsholing
	Mr. Sangay Tobgay	05-251584	stobgay@mohca.gov.bt	
3	Mr. Chencho Thinley	06-252140	cthinley@mohca.gov.bt	RIO, Gelephu
	Ms. Thinley Wangmo	06-251837	thinleywangmo@mohca.gov.bt	
4	Mr. Dupchu Dorji	07-251809	dupchudorji@mohca.gov.bt	RIO, Samdrup Jongkhar
	Mr. Phurba Tshering		Ptbhutan.18@gmail.com	
5	Mr. Pema Tenzin	05-365855	ptenzin@mohca.gov.bt	RIO, Samtse
	Mr. Kinzang Wangdi		kwangdi@mohca.gov.bt	

LOCATION/ADDRESS OF THE OFFICE:

Department of Immigration
Kawajangsa, Thimphu, Bhutan

Regional Immigration Office
Opposite to Druk Hotel
Phuntsholing, Chukha, Bhutan

Regional Immigration Office
Gelephu, Sarpang, Bhutan

Regional Immigration Office
Near AWP Area, Industrial Road Service
Samdrup Jongkhar, Bhutan

Regional Immigration Office
Above Drodul Chorten (Dzong Road)
Samtse, Bhutan

**DEPARTMENT OF IMMIGRATION
MINISTRY OF HOME & CULTURAL AFFAIRS**

SERVICE: RENEWAL OF WORK PERMIT

SERVICE ACCESS POINTS:

- Service Division, Department of Immigration, Thimphu
- Phuntsholing Regional Immigration Office
- Gelephu Regional Immigration Office
- Samdrup Jongkhar Regional Immigration Office
- Samtse Regional Immigration Office

PROCEDURES TO AVAIL THE SERVICES

Documents Required:

- Online renewal approval from the Department of Labour, Ministry of Labour and Human Resources
- The Department may ask for additional documents during assessment, if required.

TURN AROUND TIME (TAT):

One working day from the date of payment of applicable fees

FEE:

Renewal Fee

First renewal = Nu. 400

Second renewal onwards = 100% progressive on the last renewal

CONTACT/FOCAL PERSON:

Sl. No	Name	Contact No.	Email ID	Address
1	Ms. Kinley Wangmo	02-330874	kwangmo@mohca.gov.bt	DoI, Thimphu
	Mr. Norbu Chogyal	02-331263	nchogyal@mohca.gov.bt	
2	Ms. Meera Dhimal	05-254447	mdhimal@mohca.gov.bt	RIO, Phuntsholing
	Mr. Sangay Tobgay	05-251584	stobgay@mohca.gov.bt	
3	Mr. Chencho Thinley	06-252140	cthinley@mohca.gov.bt	RIO, Gelephu
	Ms. Thinley Wangmo	06-251837	thinleywangmo@mohca.gov.bt	

4	Mr. Dupchu Dorji	07-251809	dupchudorji@mohca.gov.bt	RIO, Samdrup Jongkhar
	Mr. Phurba Tshering		Ptbhutan.18@gmail.com	
5	Mr. Pema Tenzin	05-365855	ptenzin@mohca.gov.bt	RIO, Samtse
	Mr. Kinzang Wangdi		kwangdi@mohca.gov.bt	

LOCATION/ADDRESS OF THE OFFICE:

Department of Immigration
Kawajangsa, Thimphu, Bhutan

Regional Immigration Office
Phuntsholing, Chukha, Bhutan

Regional Immigration Office
Gelephu, Sarpang, Bhutan

Regional Immigration Office
Near AWP Area, Industrial Road Service
Samdrup Jongkhar, Bhutan

Regional Immigration Office
Above Drodul Chorten (Dzong Road)
Samtse, Bhutan