

## CHECKLIST REQUIRED DOCUMENTS FOR RESIDENCE & WORK PERMITS

- The completely filled out, original LIST OF REQUIREMENTS for the particular purpose of residence, and a copy thereof. This list is also the payment order of the application fees and charges and proof of submission. It should bear a stamp of the Tax Authorities not older than 6 months. This form can be downloaded from [www.dimasaruba.aw](http://www.dimasaruba.aw).
- Original receipt of fees application fees and charges paid, issued by the Tax Authorities Office (SIAD) (not older than 6 months).
- When using a REPRESENTATIVE (third party):
  - a. an original authorization letter (not older than 6 months).
  - b. 1 copy of the valid identification of the representative.
- A completely filled out original PERMIT APPLICATION FORM, signed by the employer/guarantor and applicant or the authorized representative and a copy thereof.
- A\*: 3 Recent and identical color photographs of the applicant (passport standard 35mm x 45mm).
- A\*: Clear photocopy of the front page (personal data) including the signature of applicant's valid passport. (Minimum 6 months valid upon submission).
- A\*: Original certificate of good conduct (background investigation) issued by the Country of residence, of the last five years. This should be provided with legalization (not older than 6 months) from a Dutch Embassy, or apostille (depending on membership International Convention). Certificates issued in one of the countries of the Kingdom of the Netherlands do not require legalization or apostille. If the certificate is in a language other than Dutch, English or Spanish, a translation should be provided by a sworn translator in Aruba. Please note, that no apostille is required for Colombia, regarding the certificate of good conduct. In case the ID number does not appear in the passport, a clear photocopy of the ID card.
- G\*\*: Original Form A of EMPLOYER concerning his reputation at the SIAD (SIAD stamp not older than 6 months).
- G\*\*: Clear photocopy of the valid identification of the guarantor (if guarantor is subject to a permit, a copy of his/her residence permit).
- G\*\*: A declaration stating his paid employment with regards to position, employer and applicant, issued by the Department of Labor Progress (not older than 6 months). For more information regarding exception categories and the method of handling you can contact the DPL by phone at (+297) 521-555 or visit their website at [www.dpl.aw](http://www.dpl.aw).
- G\*\*: If it concerns the employer's first request to the DIMAS, proof of registration at the Aruba Chamber of Commerce of the employer who submitted the request, not older than six months, and a settlement license of the legal personality (Limited Liability Company or other) issued by the Department of Economic Affairs.

\*A: applicant

\*\*G: Guarantor