

DOCUMENTS REQUIRED WHEN APPLYING FOR A SERVICE PROVIDER

A SCAN (PDF FORMAT) OF THE FOLLOWING ARE REQUIRED:

1. Valid Passport (Scan of bio date page for service provider, spouse and dependents)
2. Letter of Introduction Stating
 - a. Particulars of service provider
 - b. Nature of service to be provided
 - c. Duration of contract
 - d. Value of contract
 - e. Place for performance of contract
3. Contract for Service
4. Proof that the Service Provider is Self Employed in his/her own Country (Business Registration/Incorporation, references etc.)
5. Certificate of Registration as a CARICOM Service Provider
6. At least three (3) References indicating duties and functions

References must provide contact information: Name, Address, Telephone Number, E-mail and photo ID showing signature

7. Proof of Qualifications/Experience in the specified discipline (Certificates, References, Resumes, CVQ, etc)
8. Birth Certificate
9. Marriage Certificate, Divorce Decree (where applicable)
10. Birth Certificate and passport of Spouses and Dependents
11. Any Change of Name Documents (Affidavits, deed polls, etc.) where applicable
12. Police Certificate from Home Country for Service Provider and spouse and from any other country where they have resided for more than three (3) months. Police Certificates of Character must be less than six (6) months old
13. One passport sized photo with white background
14. Previous letters of approval as Service Provider (if applicable)