



REPUBLIC OF KENYA

FORM 25

KENYA CITIZENSHIP AND IMMIGRATION ACT, NO.12
APPLICATION FOR ISSUANCE/ OR RENEWAL OF PERMIT

To: THE DIRECTOR OF IMMIGRATION SERVICES
P.O BOX 30191-00100
NAIROBI
KENYA

FOR OFFICIAL USE ONLY
Entry permit class.....
Approved for.....years.....
Security.....
Date.....Signature.....

Personal particulars of the person for whom permit is required

1. (a). Surname / Family Name:

.....

(b). Other names:

.....

2. Contacts:

(a). Postal Address:

.....

(b). Cell phone No:

.....

(c). Email:

.....

3. (a). Place of birth:

.....

(b). Date of birth:

.....

4. Nationality:

.....

5. Passport No:

.....

6. (a). Date of issue:

.....

(b). Place of issue:

.....

7. Full names of spouse(s):

.....

8. Particulars of children, full names, sex, date and place of birth:

Fullname	Gender	Date of birth	Place of birth
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9. Particulars of previous permit(s) held

Permit Class	Type of pass/Permit	Permit No.	Date Issued	Duration
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10. Particulars of previous applications for permit which were declined

(a). Date of application:

.....

(b). Class:

.....

(c). Reasons for rejection:

.....

PART 1

(To be completed in respect of employees by the employer)

I/We (name of employer)_____of (postal address) _____ being engaged in (state profession or business)_
___wish to employ the above named foreign national.

11. Place of employment

.....

12. Job title:

.....

13. Job description

.....

14. Employees qualifications

(a).

Educational institutionDescriptionStart dateEnd date

(b). Technical or professional:

.....

(c).Previous Experience:

EmployerNature of employmentStart dateEnd date

15. Period of employment offered:

.....

16. Annual salary offered: Ksh

.....

18: (a) What steps have you taken to confirm that the skills/qualifications sought are not available locally

(b). If you have a Kenya citizen who you are training for this post, please indicate the following

(i). Name:

.....

(ii). Address:

.....

(iii). Mobile number:

.....

(iv). ID Card number:

.....

(v). Date training began:

.....

(vi). Date training will end:

.....

(vii). Qualifications of understudy:

.....

(c) (i) If you do not have a Kenya citizen who you are training for this post, give Reasons:

.....

(ii) State the steps you are going to take during the validity of the permit to engage a Kenya trainee:

.....

19. If this application is approved will the proposed employee be instrumental in training Kenya citizens, if so give details.

.....

DECLARATION: I declare that the foregoing particulars are correct in every detail.

Warning - It is an offense to give false information in the application herein

Signature:

Date:

Designation:

EXPLANATORY NOTES

It is the Government policy that the economy of Kenya should be manned by trained and competent citizens. Permits are issued to foreign nationals with skills not available at present on the Kenya Labour Market, only on the understanding that effective training programmes are undertaken to produce trained citizens within a specified period

PART II

(To be completed in respect of investors, consultants and self employed applicants.)

I apply for permit under Class:

20. Proposed place of business:

.....

21. Details of consultancy, profession, trade, business or manufacture in which you wish to engage.

.....

22. Qualifications to support application

(a). Available capital:

(b). Academic qualifications and experience (Attach CV)

(c). Technical qualifications and experience (Attach CV)

23. Details of capital and income available, sources of income and present locality of capital.

.....

24. Details of any license and/or registration required to qualify for the class of permit for which you have applied and proof that you have obtained or will be able to obtain such license and /or registration

.....

I declare that the foregoing particulars are true and within my knowledge.

Warning - It is an offense to give false information in the application herein

Signature:..... Date:.....

PART III

(To be completed in respect to class K)

I apply for permit under Class:

.....

25. Proposed place of Residence (give details of physical address):

.....

26. Details of assured income (attach evidence):

.....

27. Details of income available and sources:

.....

I _____ undertake, that I am issued with a permit, not to engage in any kind of employment whether paid or unpaid without the prior written authority of the Director.

Signature:..... **Date:**.....