

## TEMPORARY WORK PERMIT (UP TO ONE YEAR) PROCESS MAP

### STEP 8: PASSPORT ENDORSEMENT

The applicant must attend an appointment at the immigration office to give their fingerprints and have a photograph taken. The period of authorized stay will be stamped on the applicants passport. The applicant can start work after this step.

### STEP 7: WORK PERMIT APPROVAL FEE PAYMENT & ID CARD APPOINTMENT BOOK

Once the application has been approved, the work permit approval fee must be paid and an appointment must be booked for the applicant to be registered with the immigration authorities at the Direccion General de Extranjeria.

### STEP 6: TEMPORARY WORK PERMIT APPLICATION

FGI submits the application for Temporary Residence with Work Permit at the Immigration Office.

Processing time: 3-6 months

### STEP 5: CONTRACT CERTIFICATION

The applicant's employment contract must be submitted to the Labour Office (Ministerio de Trabajo) for employment contract certification. A Statement of Compliance with art 14 of the Labour Code certifying that at least 90% of the employees of the Nicaraguan entity, under the Social Security System, are Nicaraguan must also be issued by the Labour Ministry. The statement of compliance can also be applied separately and processing time is one week.



### STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts with feedback, missing information, etc.

### STEP 2: VISITOR VISA WITH PRE-APPROVAL APPLICATION

Applicants whose nationality requires them to obtain a visa in advance of travel should do this at the consulate from Nicaragua in their country of residence or origin. This must be approved by the Immigration Authorities in Nicaragua – Direccion General de Migracion y Extranjeria. The Immigration Authorities will notify the consulate of the application directly of approval. Certain applicants that require an entry visa may be able to apply directly at the consulate without pre approval.  
Processing time: 1 month

### STEP 3: SUBMIT ENTRY REQUEST FORM

All applicants entering the country for purposes other than tourism must submit the entry request form at least seven days prior to travel. The applicant must receive the approval via email prior to enter the country and bring the approval form to the entry point.  
Processing time: 1 week

### STEP 4: ENTRY TO NICARAGUA

The applicant may now enter Nicaragua with his/her passport and visitor visa.