

REMINDERS

- i. Applicant must be properly dressed as photograph will be captured directly at the application counter.
- ii. For female applicant who is wearing headscarf (*tudung*), it is advisable to wear it in dark coloured headscarf (*tudung*).
- iii. Hair must be in neat and at an acceptable length especially for male applicant.
- iv. Wearing of coloured contact lens is not permitted.
- v. Immigration Pas must be more than 3 months validity upon submission of application.

vi. Documentations required are as follow:

A. FIRST APPLICATION

- a. Passport (Original and Copy)
- b. Foreign Workers License (Original and Copy)

B. RENEWAL APPLICATION

- a. Passport (Original and Copy)
- b. Previous Identity Card/ Identity Card Receipt (Original and Copy)
- c. Foreign Workers License (Original and Copy)

C. REPLACEMENT OF LOST IDENTITY CARD APPLICATION

- a. Valid Police Report on Lost Identity Card (Original)
- b. Passport (Original and Copy)
- c. Foreign Workers License (Original and Copy)

REMINDER: Employer's / Company's / Guarantor's address or individual's occupation must be as stated on the Foreign Worker License. Should there is any amendment on the information on the Foreign Workers License, it must be done first to the Department of Labour prior to the identity card registration.

vii. Identity Card Payment:

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| a. New application and renewal | BND\$20.00 |
| b. Replacement of Lost Identity Card (First Replacement) | BND\$25.00 |
| c. Replacement of Lost Identity Card (Second Replacement) | BND \$55.00 |
| d. Replacement of Lost Identity Card (Third and Subsequent Replacement) | BND \$105.00 |
| e. Change of Details | BND \$15.00 |