

PERINGATAN

- i. Pemohon hendaklah berpakaian kemas kerana gambar akan diambil terus di kaunter permohonan.
- ii. Bagi pemohon perempuan yang memakai tudung, dinasihatkan untuk memakai tudung yang berwarna gelap.
- iii. Rambut hendaklah kemas dan tidak diubah dari warna asal.
- iv. Penggunaan kanta lekap (*contact lens*) yang berwarna adalah tidak dibenarkan.
- v. Pas Imigresen hendaklah melebihi 3 bulan semasa menghadapi permohonan.
- vi. Dokumen-dokumen yang diperlukan adalah seperti berikut:

A. PERMOHONAN BARU

- a. Pasport (Asal dan Salinan)
- b. Lesen Pekerja Asing (Asal dan Salinan)

B. PERMOHONAN MEMBAHARUI

- a. Pasport (Asal dan Salinan)
- b. Kad Pengenalan Lama / Resit Penyerahan Kad Pengenalan Lama (Jika berkenaan) (Asal dan Salinan)
- c. Lesen Pekerja Asing (Asal dan Salinan)

C. PERMOHONAN PENGGANTIAN KAD PENGENALAN HILANG

- a. Surat Laporan Polis berhubung Kad Pengenalan Hilang dan masih mempunyai tempoh sahlaku (Asal)
- b. Pasport (Asal dan Salinan)
- c. Lesen Pekerja Asing (Asal dan Salinan)

Nota Peringatan: Alamat Majikan / Syarikat / Penjamin atau jawatan individu hendaklah yang telah dibenarkan oleh Jabatan Buruh sepertimana yang tercatat di dalam Lesen Pekerja Asing. Bagi sebarang perubahan/pertukaran maklumat iaitu alamat majikan/ syarikat/ penjamin atau jawatan individu berkaitan hendaklah mendapatkan kebenaran daripada Jabatan Buruh terlebih dahulu dan seterusnya mengemaskini maklumat berkenaan di dalam Lesen Pekerja Asing sebelum membuat pendaftaran Kad Pengenalan Pintar.

- vii. Bayaran Kad Pengenalan:

a. Permohonan Baru atau Membaharui	BND \$20.00
b. Permohonan Hilang Kali Pertama	BND \$25.00
c. Permohonan Hilang Kali Kedua	BND \$55.00
d. Permohonan Hilang Kali Ketiga dan Seterusnya	BND \$105.00
e. Menukar maklumat	BND \$15.00

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 |