

Travel and work documents

RENEWAL SCHEDULE



International
Labour
Organization

It is the responsibility of the sponsor to renew the relevant travel, residency and work permits and insurance of workers under their sponsorship. Use this record to keep track of the start, expiry and renewal dates for each item. Remember that all workers have the right to keep their passport and other personal documents.

! REMEMBER !
Know your rights and responsibilities as a sponsor/employer

WORKER'S NAME: _____

| | ENTRY VISA | RESIDENCY PERMIT | WORK PERMIT | PASSPORT | MEDICAL INSURANCE | EMPLOYMENT CONTRACT |
|--------------|------------|------------------|-------------|----------|-------------------|---------------------|
| START DATE | | | | | | |
| EXPIRY DATE | | | | | | |
| RENEWAL DATE | | | | | | |

Delay in renewing travel and work documents will put the worker at risk of being pushed into an irregular situation and therefore subject to detention and/or deportation. It can also result in financial penalty for the sponsor.

For more information see idwfed.org/myfairhome