

States of Guernsey
Population Management
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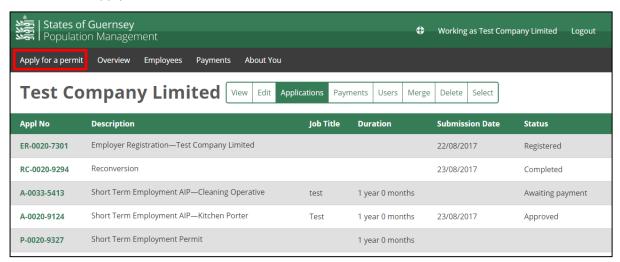
E-mail: population@gov.gg

www.gov.gg/populationmanagement

Applying for a Medium / Long Term Employment Permit (M/LTEP)

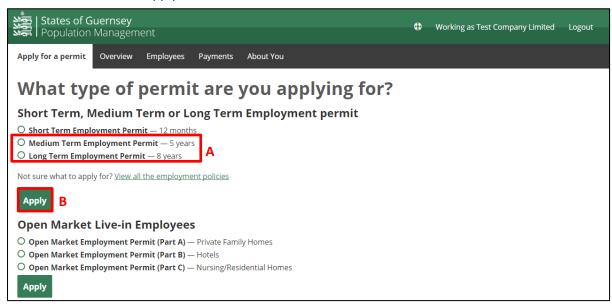
Always check who you are "Working as" before applying for anything.

- 1. Login to the Portal https://populationportal.gov.gg/
- 2. Click "Apply for a Permit"



3.

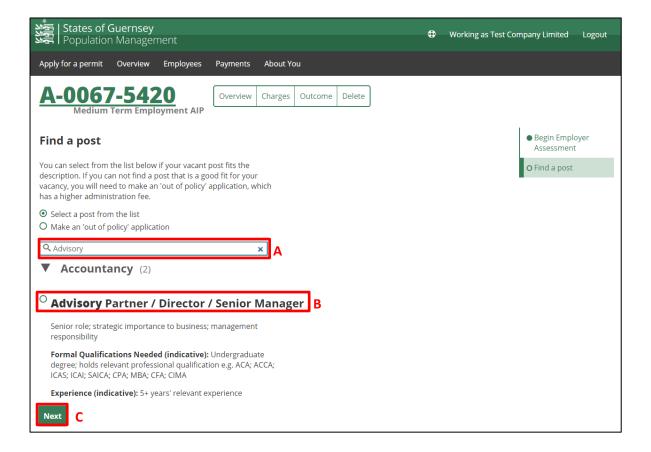
- a. Select the permit you wish to apply for:
- b. Click "Apply"



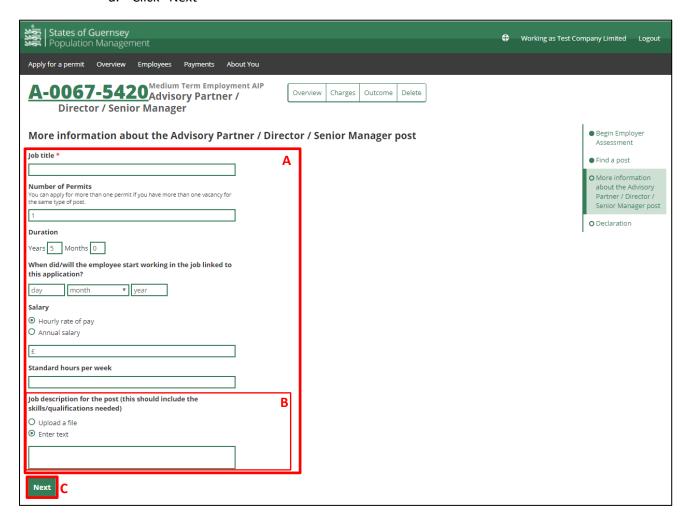
Please Note: If you have not completed an 'employer assessment' you will need to complete this at the same time as this application.

4. "Find a post"

- a. Search for 'in policy' roles
- b. Select the 'role' which applies (If you cannot find a post select "Make an out of policy application". It is advisable to contact the Population Management Office for advice prior to submitting an Out of Policy application.)
- c. Click "Next"

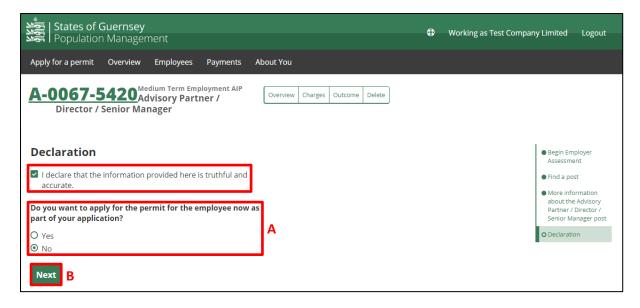


- 5. More information about the post:
 - a. Complete all fields
 - b. Note: Job description should be in accordance with our 'employment permit policy' outline here
 - d. Click "Next"



6. Tick the "Declaration"

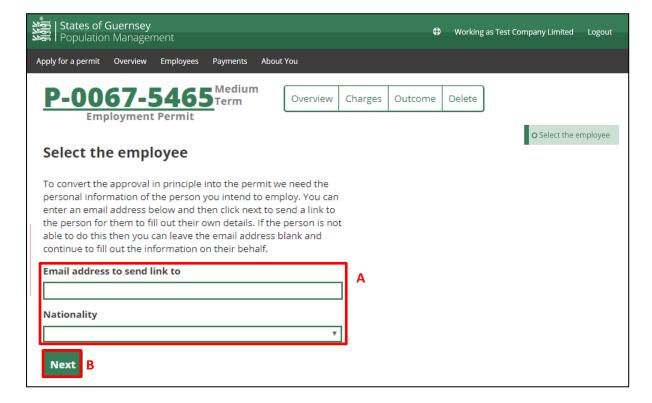
- a. If you know the details of the employee select "Yes", if not leave "No" (see 'converting to a permit' guide for future reference)
- b. Click "Next"



7. Select the employee:

- a. Enter the Employee's details
- b. click "Next"

Note: you can leave the email address section blank and this will allow you to complete the employee's personal information on their behalf.



An email will now be sent to the employee with a link allowing them to complete their details.

When you apply, the documents you will require are:

- Photo ID (e.g. Passport, Driving licence)
- Employee's CV
- Details of previous residence in Guernsey (if applicable)
- Current Guernsey address & Property Owners details
- Details of any criminal records