

LEBANON WORK PERMIT PROCESS MAP

STEP 11: ANNUAL RESIDENCE PERMIT

Annual residence permit applications should be submitted to the regional department of the General Directorate of General Security with jurisdiction over the area of residence. Once approved the final permit cards should be collected and carried as proof of residence in the country.

Processing time: 2-4 weeks

STEP 10: WORK PERMIT APPLICATION

Following entry to the country and within the validity of the issued approval the applicant should file a request for the final work permit to the Labour Ministry. Once approved, the individual work permit must be paid for and collected from the Labour Ministry.

Processing time: 4-5 weeks

STEP 9: SOCIAL SECURITY DECLARATION

Once the applicant has arrived in Lebanon the intended employment should be registered online with the National Social Security Fund (NSSF) and contributions set up so that this is in place once the work permit is issued.

STEP 8: SIGNATURE OF EMPLOYMENT CONTRACT

The applicant and a representative from the host entity should attend an appointment with a notary public to sign the final employment contract and get that notarized.

STEP 7: IMMIGRATION MEDICAL

The principal applicant will need to attend a medical exam at a laboratory licensed by the Ministry of Health. A medical certificate should be issued following this that shows proof that the applicant does not suffer from any contagious diseases, including TB, syphilis, HIV and malaria.

STEP 6: ENTRY TO LEBANON

Applicant and accompanying dependents may now enter Lebanon with their visa approvals. Passports should be stamped at the port of entry. Copies of travel tickets, boarding passes and migration cards should be retained. Note that holders of passports containing a visa for Israel (whether valid or expired, used or unused), or containing any Israeli stamps or endorsements, will not be allowed to enter Lebanon.



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.
Estimated Turnaround: 1- 3 days.

STEP 2: LOCAL LABOUR MARKET NOTIFICATION

A declaration should be submitted to the Ministry of Labour confirming that the host entity has not been able to find anyone in the local market who could potentially fit the job.
Processing time: 1 day

STEP 3: GUARANTEE DEPOSIT

Payment of a deposit of money sufficient for the repatriation of the applicant on termination of the engagement and to the value of 1000 USD should be made to the Ministry of Labour and is usually done via local bank transfer. Once the employment is over and the applicant has left a request should be filed to the Ministry for the return of the deposit.

STEP 4: WORK PERMIT APPROVAL APPLICATION

The application for a prior approval of a work permit is submitted to the Ministry of Labour for consideration. This may be done by a company representative or an authorized third party.
Processing time: 4 weeks

STEP 5: WORK VISA APPLICATION

The application for an entry visa approval is submitted to the General Directorate of General Security by the host entity. Once approved the original approval should be couriered to the applicant for entry into the country.
Processing time: 2-3 weeks