



# **TEMPORARY WORK PERMIT– PASSENGER SHIP**

Procedure Manual (External)

21/06/2025

# **IMMIGRATION ACT**

## **IMMIGRATION (FEES) (AMENDMENT) REGULATIONS, 2025**

The Minister, in exercise of the powers conferred by section 45 of the Immigration Act (Ch. 191), makes the following Regulations –

### **1. Citation and commencement.**

1.1. These Regulations, which amend the Immigration (Fees) Regulations, will be cited as the Immigration (Fees) (Amendment) Regulations, 2025.

1.2. These Regulations shall come into force on the 1<sup>st</sup> day of July, 2025.

### **2. Amendment of Schedule to principle Regulations.**

The Schedule of the principle Regulations is amended by the deletion of item 20 and the substitution of the following new items –

**20. Subject to item 20A, for a work visa for a person engaged in gainful occupation on board a passenger ship.**

**20A. For a work visa for a person engaged in gainful occupation on board a passenger ship who disembarks to perform services, \$3 per day which includes a National Insurance Board contribution for employee and employer in accordance with section 18 of the national Act (Ch.350)**

## **NOTICE TO CRUISE LINES & SHIPPING COMPANIES REGARDING PRIVATE ISLAND OPERATIONS**

Cruise lines and shipping companies conducting operations on private islands are **required to submit a formal letter of request** along with a **detailed list of personnel** scheduled to disembark the vessel to assist with guest services. This list **must exclude security personnel and water sports staff**.

### **Submission Guidelines:**

- The **detailed staff listing** must be sent **electronically** to the **Department of Immigration** on the destination island **no less than 24 hours prior to the vessel's intended arrival**.
- Failure to submit the list within the required timeframe **will result in delayed clearance** of the vessel upon arrival.

### **Email and Notification Requirements:**

- All correspondence must **include the Department's Accounts Unit**:
  - **Althea Smith**, Finance Officer – [altheasmith@bahamas.gov.bs](mailto:altheasmith@bahamas.gov.bs)
  - **Patricia Williams** – [patriciashirleywilliams@bahamas.gov.bs](mailto:patriciashirleywilliams@bahamas.gov.bs)

### **Clearance Protocol:**

- A **hard copy of the staff listing** must be presented to the **Immigration Officer** during vessel clearance.
- Immigration Officers will verify that the submitted list **matches the hard copy provided upon arrival**.
- **Any changes** (additions or removals of staff) **must be communicated electronically and verbally** to the Immigration Office **prior to clearance**. An updated email of the changes is to be forwarded to the department's Accounts Unit as well.
- **Any changes** not conveyed will result in the disembarkation of crew members being delayed.

- Upon verification, and once authorization is received, **approved personnel will disembark.**

### **On-Island Monitoring:**

- While on the private island, Immigration Officers have the authority to **interrogate any guest service worker.**

### **Work Permit, Invoicing and Payment:**

- By the end of that same day, an **invoice will be generated** by the Department of Immigration for the **temporary work permit** using the **Ministry of Finance Payment Platform (Cashless System (DigiPay))**.
- The Government of the Bahamas mandates that cruise-lines/shipping companies permit fees **must be paid upon arrival or by the end of that same day. Non-compliance** with payment terms **will result in account holds.**

### **Submission of Payment**

Entering Payment in the cashless system can be executed by the applicant, agent or an Immigration Officer. A link to the Ministry of Finance Payment Platform will be on the sent invoice. Persons are able to click the link using their electronic devices and completed the relevant information using their debit/credit card. Once the payment is completed, a receipt will be provided to the applicant.

Persons using money order or certified bank cheque as a form of payment must present it to the officer for further processing.

Persons using wire transfer to the Bahamas Government B\$ Consolidated Fund Account at Royal Bank of Canada should note the following instructions:

EMAIL: [treasurydepartment@bahamas.gov.bs](mailto:treasurydepartment@bahamas.gov.bs)

**(BBK)**

ROYCBSNS  
Royal Bank of Canada

Nassau, Bahamas

**BENEFICIARY** Bahamas Government  
B\$ Consolidated Fund  
Accounts No.05625-110.190.6

Persons using wire transfer to the Bahamas Government US\$ Consolidated Fund Account at Royal Bank of Canada should note the following instructions:

EMAIL: [treasurydepartment@bahamas.gov.bs](mailto:treasurydepartment@bahamas.gov.bs)

**DESTINATION:** CHASUS33  
**(IBK)** JP Morgan Chase Bank  
New York  
ABA 021000021

**PAY TO BANK:** /001 1 188448  
**(BBK)** ROYCBSNS  
Royal Bank of Canada  
Nassau, Bahamas

**BENEFICIARY** Bahamas Government  
B\$ Consolidated Fund  
Accounts No.05625-110.190.6

Receipt(s) of wire transfer payment(s) are to be sent to the Financial Officer Althea Smith at [altheasmith@bahamas.gov.bs](mailto:altheasmith@bahamas.gov.bs) and cc Patricia Williams at [patriciashirleywilliams@bahamas.gov.bs](mailto:patriciashirleywilliams@bahamas.gov.bs) to be further processed.