

Travel and work documents RENEWAL SCHEDULE



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

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