

**APPLICATION FOR A PERMANENT RESIDENCE  
DOCUMENT CHECKLIST(2015)**

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Present the following documents with your application. Check  each box once you enclose the item. Failure to provide a dully filled application form or the necessary documents will result in rejection of your application.

- Application letter.
- Application for Permanent Residency Form 23 dully filled, signed and commissioned by a Magistrate/ Commissioner for Oaths.
- Dully filled Questionnaire by the applicant.
- Dully filled Residence Status Form (Except children below 18 years, Ex- Kenya Citizen)
- Clear passport size photos (not scanned) placed in a Small envelope (No staples/paper clips).
- Clear copies of all work permits or dependant passes (Spouses/Children).
- Applicant's mobile phone number, Residential, postal address, email indicated
- Copy of a Valid Passport
- Police Clearance Certificate (Original)
- Copy of Foreigner Certificate / Registration Card
- Evidence of Processing fees payment
- Tax Compliance Certificate from KRA (for Permit holders)

**Application submitted by: Name .....Mobile No.....**

**Copy of ID/Passport/Authorization letter attached  
(Person submitting)**

**Forwarding Officer's  
Name.....**

**Date Received in Nyayo House  
.....**

**Receiving officer's Name  
.....**