



**EXPATRIATES UNIT**  
**CHECKLIST FOR RENEWAL - LIVE-IN CARER**

Applicants would need to submit the below documentation, by uploading them on the Online Portal.

The original of every document uploaded on the Online Portal during the Application Process must be presented at the time of the biometrics appointment.

Third-country nationals are expected to always carry their valid passport and residence card.

- 01 Residence Application Form – CEA Form C1 - Live-In Carers** – click on Generate Form. Employer, Applicant (third-country national) and Landlord must sign the applicable sections, as indicated on the form;
- 02 Identification Documents** – Passport and Residence Card – A copy of the applicant's passport bio-page & a front and back copy of the Residence Card;
- 03 Work Contract** - Work employment contract signed by both the applicant and employer. The basic wage and the duration of employment should be included in the contract, in line with DIER regulations;
  - When an employee will be operating vehicles, the employer must indicate the type of vehicle that the applicant is being offered employment to operate, including the number of sitting passengers, driver capacity, and wheelchair users' capacity as shown in the vehicle's logbook.
- 04 Payslips and FS3** - Payslips of the last three months and FS3 covering the previous latest calendar year of employment. Payslips need to be in line with legal notice LN274/18;
- 05 Employer's Identification Document** – A copy of the front and back sides of the employer's ID card;
- 06 Health Screening** - Health Screening Approval email sent to the applicant/employer by IDCU. Requirements for Health Screening may be found on:  
[https://hpd.gov.mt/idcu/health\\_screening\\_for\\_renewal\\_of\\_work\\_permit;](https://hpd.gov.mt/idcu/health_screening_for_renewal_of_work_permit;)
- 07 Other Documents** - Any other applicable document requested by Identità.