



## How to convert an employment related application to a Permit

When you are applying for an Employment Permit you are given the option to “apply for the permit for the employee now as part of your application”. If you do not have the employee’s information at the time of application and you select “No” you will need to convert this application for the employee’s permit at a later date.

Please note if you are completing the online application on behalf of the employee they **must** be present at time of completion.

**Always check who you are "Working as" before applying for anything.**

1. Login to the Portal <https://populationportal.gov.gg/>
2. Select the application you wish to convert to a permit

Appl No	Description	Job Title	Duration	Submission Date	Status
EA-0020-7355	Employer Assessment—Full—Test Company Limited				Awaiting information
ER-0020-7301	Employer Registration—Test Company Limited				Awaiting registration
A-0020-7338	Medium Term Employment AIP—Bar Manager	Test	5 years 0 months		Awaiting payment

3. Click on “Outcome”

**A-0020-7338** Medium Term Employment AIP  
Bar Manager

Overview Charges **Outcome** Delete

Status  
Awaiting payment

Payment status  
Pending payment

Decisions

- Begin Employer Assessment
- Find a post
- More information about the Bar Manager post
- Declaration

4. Select the Reference that you wish to convert

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Apply for a permit Overview Employees Payments About You

**A-0020-7338** Medium Term Employment AIP  
Bar Manager

Overview Charges Outcome Delete

AinP Ref	Approval date	Type	Job Title	Duration	Status
AP-0003-8025		Medium-term Employment Permit	Test	5 years 0 months	

5. Select "Convert to permit"

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Apply for a permit Overview Employees Payments About You

**AP-0003-8025** View **Convert to permit**

6. Enter the Employee's details and click "Next"

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Apply for a permit Overview Employees Payments About You

**P-0020-7386** Medium Term Employment Permit

Overview Charges Outcome Delete

Select the employee

To convert the approval in principle into the permit we need the personal information of the person you intend to employ. You can enter an email address below and then click next to send a link to the person for them to fill out their own details. If the person is not able to do this then you can leave the email address blank and continue to fill out the information on their behalf.

Email address to send link to

Nationality

Next

7. The employee will be sent an email and a link from “gov.gg” for them to follow and complete their details. Please ensure they check their junk/spam folders and the email address provided is correct.

Your email details have been provided to Guernsey's Population Management Office by Test Company Limited, because we have agreed that an Employment Permit can be issued for the post of Test, and you have been appointed to the post.

Before we can issue your Employment Permit, we need to know your details. Please [follow this link](#) to provide the information we need. We will be asking you to provide photo ID. This can be uploaded as a scanned image or photo, but please remember to have your photo ID ready to upload. We will also be asking you to make a truthful declaration about whether you have any criminal convictions. Permit applications can be refused for people with serious criminal records. If you want to find out more, [you can read our policy](#).

[Complete your details](#)

If you have any questions about this email, you can call Guernsey's Population Management Office on +44 (0)1481 715790.

We want to reassure you that your personal information will be processed in accordance with Data Protection legislation. We also want to let you know that some of your information will be used for Guernsey's Rolling Electronic Census, but this is in a format that does not allow the identification of individual people.

Population Management Office.



Please take a look at our website – [www.gov.gg/populationmanagement](http://www.gov.gg/populationmanagement) if you want to find out more about the Population Management Law.