

# Online Application for Single Permit

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## Introduction

The aim of this document is to show a step-by-step process to apply for single permit. The process is divided on three main steps:

1. The employer starts the application and provides supporting documentation. Once ready the employer sends the application to the employee for reviewing;
2. The employee reviews the application created by the employer and sends it back to the employer;
3. The employer submits the application to Identità.

During these main steps, the application can be withdrawn or can be sent back to a previous step for any amendment. For example, if the employee is reviewing his/her application and he/she notices an error in the data inserted by his/her employer, he/she can request a correction and the application will be sent back to the employer. The employer can update the application and submit it back to the applicant for review.

It is worth to note that the process that will be described in this document corresponds to a basic application, thus it will go straight through the above three main steps without any disruption.

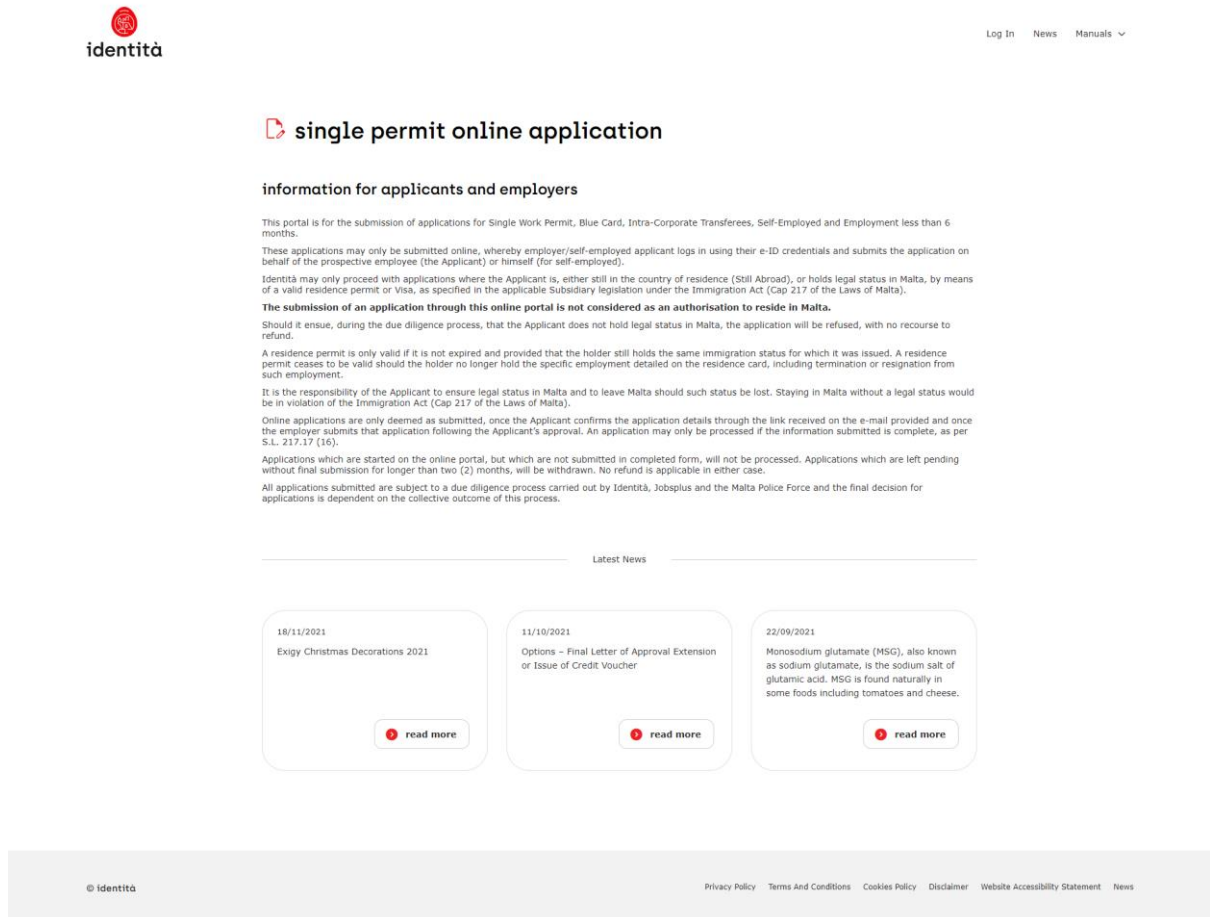
Considering what it has been explained above, the present document will be divided in three sections, one for each of the just mentioned main steps. Each section contains screenshots that clearly reflects how to proceed.

## New Application started by an employer

This section describes the first step when creating a single permit online application. The process is started by the employer.

[Log in to Single Permit Online Application Portal](#)

Log in to the Single Permit portal (<https://singlepermit.gov.mt>), using personal e-id account.



**single permit online application**

**information for applicants and employers**

This portal is for the submission of applications for Single Work Permit, Blue Card, Intra-Corporate Transferees, Self-Employed and Employment less than 6 months.

These applications may only be submitted online, whereby employer/self-employed applicant logs in using their e-ID credentials and submits the application on behalf of the prospective employee (the Applicant) or himself (for self-employed).

Identità may only proceed with applications where the Applicant is, either still in the country of residence (Still Abroad), or holds legal status in Malta, by means of a valid residence permit or Visa, as specified in the applicable Subsidiary legislation under the Immigration Act (Cap 217 of the Laws of Malta).

**The submission of an application through this online portal is not considered as an authorisation to reside in Malta.**

Should it ensue, during the due diligence process, that the Applicant does not hold legal status in Malta, the application will be refused, with no recourse to refund.

A residence permit is only valid if it is not expired and provided that the holder still holds the same immigration status for which it was issued. A residence permit ceases to be valid should the holder no longer hold the specific employment detailed on the residence card, including termination or resignation from such employment.

It is the responsibility of the Applicant to ensure legal status in Malta and to leave Malta should such status be lost. Staying in Malta without a legal status would be in violation of the Immigration Act (Cap 217 of the Laws of Malta).

Online applications are only deemed as submitted, once the Applicant confirms the application details through the link received on the e-mail provided and once the employer submits that application following the Applicant's approval. An application may only be processed if the information submitted is complete, as per S.L. 217.17 (16).

Applications which are started on the online portal, but which are not submitted in completed form, will not be processed. Applications which are left pending without final submission for longer than two (2) months, will be withdrawn. No refund is applicable in either case.

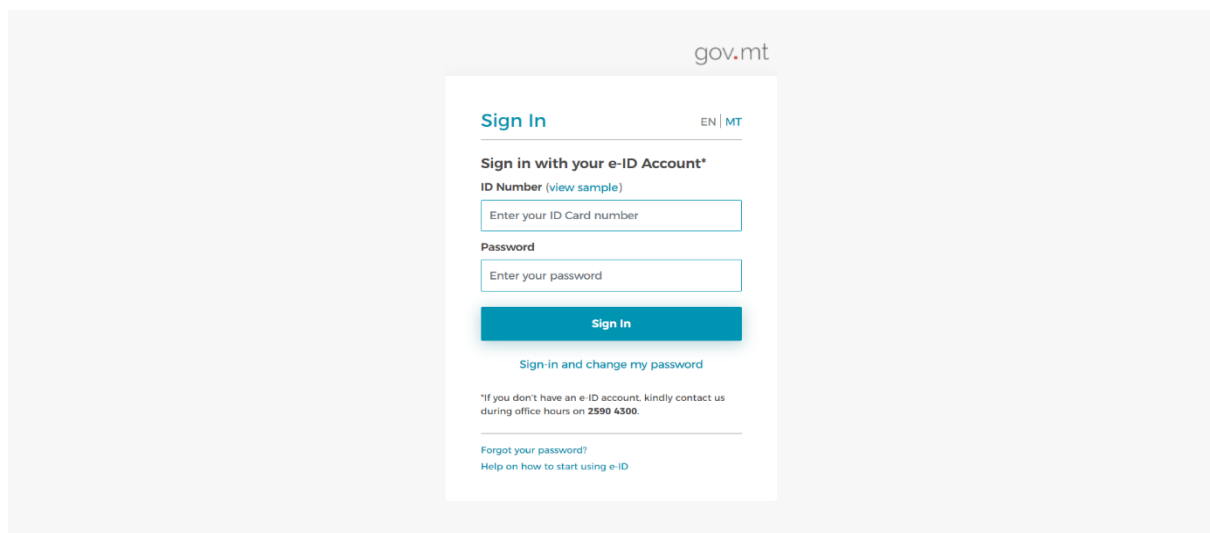
All applications submitted are subject to a due diligence process carried out by Identità, Jobsplus and the Malta Police Force and the final decision for applications is dependent on the collective outcome of this process.

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Monosodium glutamate (MSG), also known as sodium glutamate, is the sodium salt of glutamic acid. MSG is found naturally in some foods including tomatoes and cheese.  
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Figure 1 – Single Permit Portal - Landing Page



gov.mt

**Sign In** EN | MT

**Sign in with your e-ID Account\***

ID Number (view sample)

Enter your ID Card number

Password

Enter your password

**Sign In**

[Sign-in and change my password](#)

\*If you don't have an e-ID account, kindly contact us during office hours on 2590 4300.

[Forgot your password?](#)

[Help on how to start using e-ID](#)

Figure 2 – e-ID Login Screen

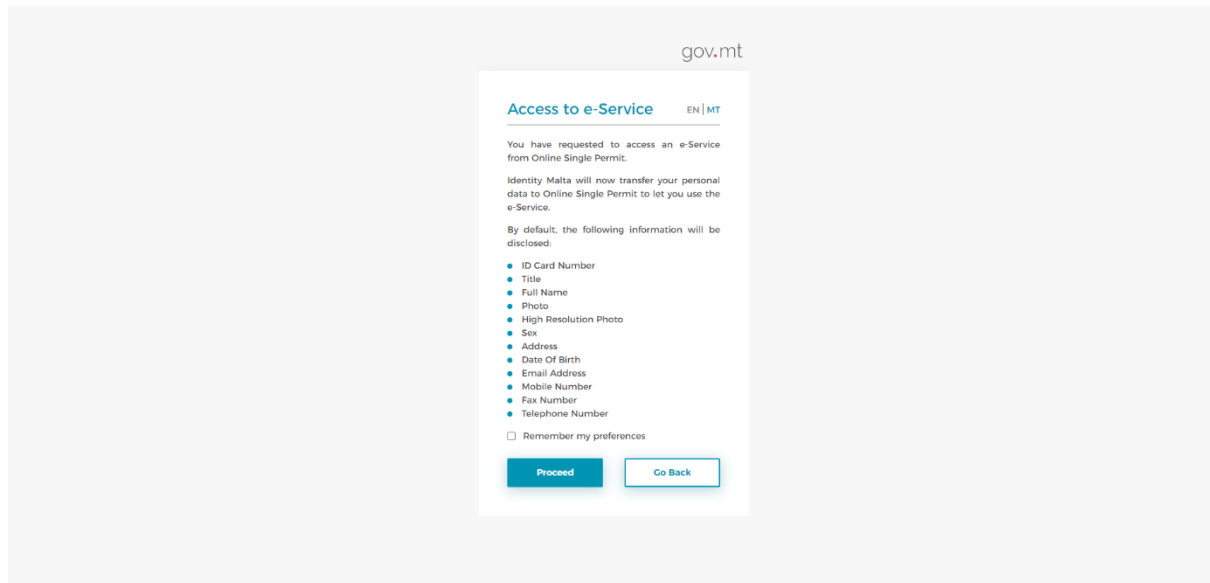


Figure 3 – Allow Access Data

## Creating a New Application

When logged in to the Single Permit Portal, the user Personal Dashboard is shown (Figure 4). There are two alternatives to start a single permit application:

- From the **Submit Application as a Company** card in the Personal Dashboard.
- From the menu navigation pane, by clicking on **Start Application** button on the top which will open the **Submit Application as a Company** window.

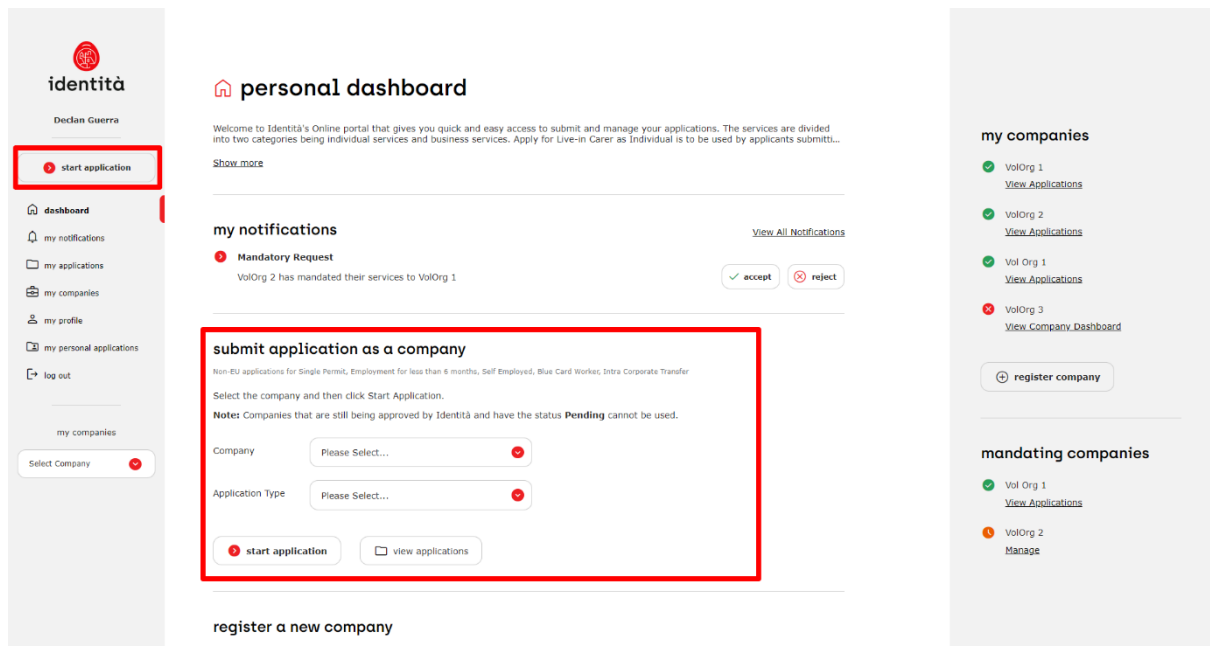


Figure 4 – User Personal Dashboard

In both alternatives the user must select the corresponding company and select **Single Permit** as application type.

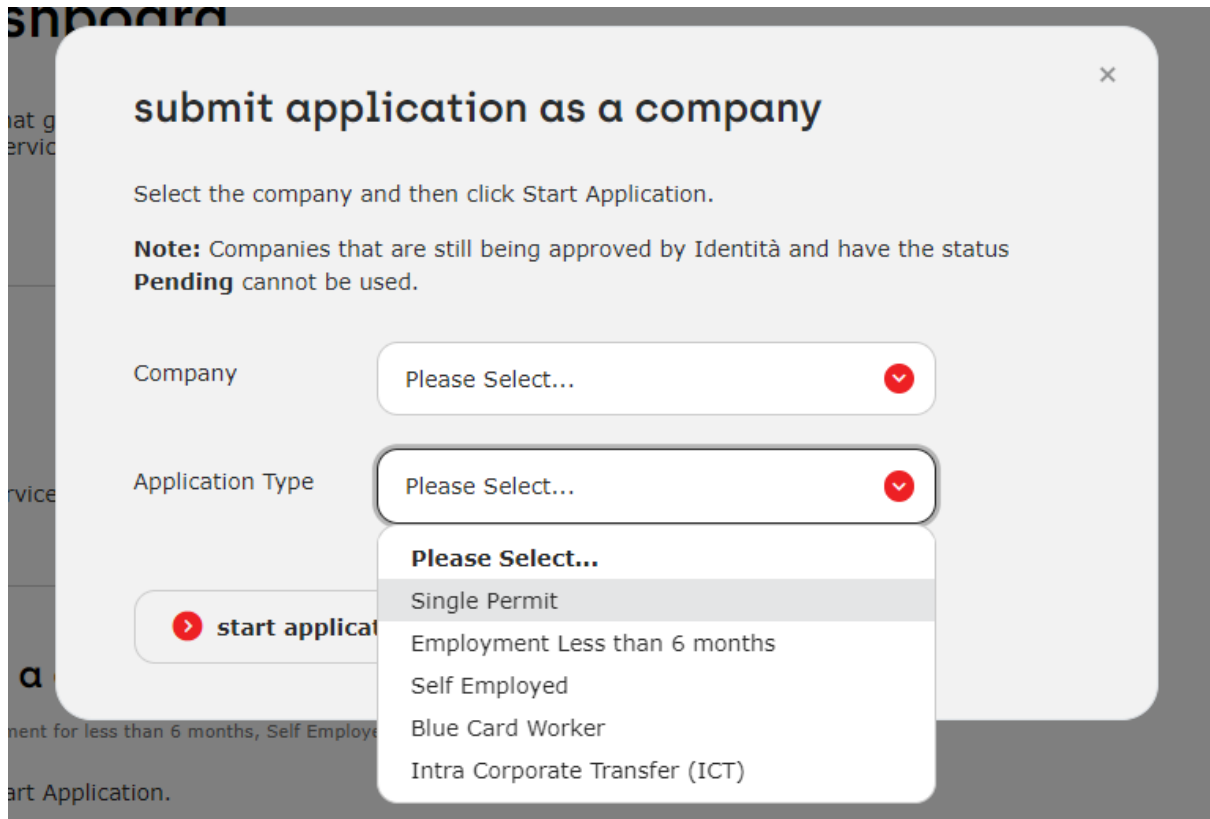


Figure 5 – Starting an application from the Submit application as a Company card or by clicking on Start Application button on top of the navigation pane.

After selecting the company, **Single Permit** as application type and clicking on **Start Application**, the Single Permit application wizard is opened (Figure 6)

Online Application  
Non-EU: Single Permit

Step 1: Applicant's Personal Details
Step 2: Applicant's Residence Details
Step 3: Employment Details
Step 4: Documents Upload
Step 5: Application Summary

Proceeding with and submitting this application is without prejudice to:

**The applicant is still abroad:**

- Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.
- Any visa requirements, especially when the applicant resides in a third country with no facilitation for the issuance of a visa.
- Any travel restrictions imposed by the country of origin, the European Commission and any other country through which travel is needed.
- Validity of Approval in Principle letter, the duration of which would be specified in the same letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

**The applicant is legally in Malta:**

- Applicant on behalf of whom this application is being submitted must hold legal status in Malta. Should it be confirmed, during the validation process, that the applicant does not hold a legal status, Identità will refuse the application and no refund will be given.
- Validity of Approval in Principle, the duration of which would be specified in the application outcome letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

### application context

Application for employer

Vo/Org 1

Application Type

Application Context

### foreign applicant's details

**personal details**

Maltese Registration No

Last Name

Former Surname

First Name(s)

Current Nationality

Birth Nationality

Country of Birth

Place of Birth

Date of Birth

Gender

Marital Status

**contact details**

Phone Number

Mobile Number

E-Mail Address

**travel documentation**

Travel Document Type

Travel Document No

Country of Issue

Date of Issue

Valid Until

Figure 6 – Single Permit Application Wizard

Select the application context from the list of options provided by the system.

Online Application  
**Non-EU: Single Permit**

<input checked="" type="radio"/> <b>Step 1: Applicant's Personal Details</b>	<input type="radio"/> Step 2: Applicant's Residence Details	<input type="radio"/> Step 3: Employment Details	<input type="radio"/> Step 4: Documents Upload	<input type="radio"/> Step 5: Application Summary
--	---	--	--	---

Proceeding with and submitting this application is without prejudice to:

**The applicant is still abroad:**

- Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.
- Any visa requirements, especially when the applicant resides in a third country with no facilitation for the issuance of a visa.
- Any travel restrictions imposed by the country of origin, the European Commission and any other country through which transit is needed.
- Validity of Approval in Principle letter, the duration of which would be specified in the same letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

**The applicant is legally in Malta:**

- Applicant on behalf of whom this application is being submitted must hold legal status in Malta. Should it be confirmed, during the validation process, that the Applicant does not hold a legal status, Identità will refuse the application and no refund will be given.
- Validity of Approval in Principle, the duration of which would be specified in the application outcome letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

## application context

Application for Employer  
 VolOrg 1

Application Type

Single Permit
▼

Application Context

select context
▼

**select context**

Still Abroad

*Still Abroad Application (Excluding Recruiting/Temping Agents)*

Still Abroad - Key Employee Initiative

Still Abroad Application - Recruiting & Temping Agents

New Application for Single Permit

New Application for Single Permit - Key Employee Initiative

Figure 7 - Application Context List

In this example, we will create a **Still Abroad** Application.

### foreign applicant's details

#### personal details

Maltese Registration No

Last Name

Former Surname


First Name(s)

Current Nationality

Birth Nationality

Country of Birth

Place of Birth

Date of Birth   Gender

Marital Status

#### contact details

Phone Number

Mobile Number

E-Mail Address

#### travel documentation

Figure 8 – Single Permit Application Wizard – Step 1: Applicant's Personal Details

1. Complete the personal details and click the **Next** button to go to Step 2 in the wizard.
2. Complete the required information on Applicant's Residence Details then click the **Next** button to go to Step 3 in the wizard.



Step 1: Applicant's Personal Details **Step 2: Applicant's Residence Details** Step 3: Employment Details Step 4: Documents Upload Step 5: Application Summary

## applicant's residence details

### settlement

Currently Residing In  Since

Country of Residence prior to Settlement in Malta  Intended Country of Next Settlement

Intended Duration of Stay in Malta  or  Indefinite

### address in malta

Unknown

Locality

Street

Property Number / Name

Building / Entrance / Staircase / Floor

Post Code

Preferred Collection Site

### permanent address abroad


Figure 9 - Single Permit Application Wizard - Step 2: Applicant's Residence Details

<input checked="" type="checkbox"/> Step 1: Applicant's Personal Details	<input checked="" type="checkbox"/> Step 2: Applicant's Residence Details	<input checked="" type="checkbox"/> <b>Step 3: Employment Details</b>	<input type="checkbox"/> Step 4: Documents Upload	<input type="checkbox"/> Step 5: Application Summary
--	---	---	---	--

## employment details

Employer

VolOrg 1

 **employer's details**

Employer Name

VolOrg 1

VAT Registration No

ZD12111210

Registration No

ZD121112102023

Door No

Exigy

Building Identifier

Street


Exigy Street

Locality

Birkirkara

Post Code

BKR1234






 **job description**

Job Title

Occupation

Figure 10 - Single Permit Application Wizard - Step 3: Employment Details

3. On the **Employment Details** screen, fill out the missing information, then click on Next button to go to Step 4 in the wizard.
4. Upload all the documents needed to process the application. This step includes two sections: one for the Compulsory Documents and another one for the Additional Documents. Employer can upload both Compulsory and Additional Documents immediately. Click on Next button to go to Step 5 in the wizard.

 Step 1: Applicant's Personal Details	 Step 2: Applicant's Residence Details	 Step 3: Employment Details	 <b>Step 4: Documents Upload</b>	 Step 5: Application Summary
--	---	--	---	---


## documents

Applicants for a work/residence permit must submit the following documentation:

### compulsory documents

#### 1. Work Contract

Work employment contract signed by both the applicant and employer. The minimum wage and the duration of employment should be included in the contract, in line with DIER regulations. **The work contract must be scanned and uploaded in this section.**

 select files...


Maximum allowed file size is 2 MB.

#### 2. Position Description

Position description, according to [template provided](#), filled by the employer and signed by the applicant. Such details should correspond with the work contract.

**Note:** Those applicants who fall under the sports category are required to submit an employment contract which is rubberstamped by the respective sports association to confirm that it is in conformity with the association's regulations. Moreover, the applicant should also provide Identità with a letter of confirmation that the Sport Association has indeed received and approved the applicant's employment contract.

**The Position Description must be scanned and uploaded back in this section.**

 select files...

Maximum allowed file size is 2 MB.

#### 3. Proof of Advertisement

The employer is required to provide proof of an advertisement carried out with Jobsplus or an advert in the local media showing that during the **(6) six months prior to the date of application**, efforts have been made to fill the post with a Maltese/EU/EEA/Swiss national.

**Adverts submitted must be dated and not older than six months from the application submission. The date must be clearly visible on the advert.**

**The Proof of Advertisement must be scanned and uploaded in this section.**








 select files...


Figure 11 - Single Permit Application Wizard - Step 4: Documents Upload

 Step 1: Applicant's Personal Details	 Step 2: Applicant's Residence Details	 Step 3: Employment Details	 Step 4: Documents Upload	 Step 5: Application Summary
--	---	--	--	---


Check your application's status at any time without logging in:  
 <https://dev.nidmsdev.local/Exigy.NIDMS.OnlineResidence.UI/App/ang310o49kqrOYQp0D01eA2>

## application summary


### Single Permit - Still Abroad Application (Excluding Recruiting/Temping Agents)

 **applicant's personal details** [Edit](#)

<b>Last Name</b> Piazza	<b>Former Surname</b> -	<b>First Name(s)</b> Africanus
<b>Current Nationality</b> Afghan	<b>Birth Nationality</b> Afghan	<b>Country of Birth</b> Afghanistan
<b>Place of Birth</b> Kabul (Afghanistan)	<b>Date of Birth</b> 02/02/2000	<b>Gender</b> Male
<b>Marital Status</b> Single	<b>Maltese Registration No</b> -	


 **applicant's contact details** [Edit](#)

<b>Phone Number</b> -	<b>Mobile Number</b> +356 99140727	<b>E-Mail Address</b> <a href="mailto:africanuspiazza@mail.com">africanuspiazza@mail.com</a>
--------------------------	---------------------------------------	---

 **travel documentation** [Edit](#)

**Passport**  
ZD140727102023 (Afghanistan)

**Valid from** 01/10/2023 **To** 31/10/2024


 **settlement** [Edit](#)

**Currently Residing In** Afghanistan **Since** 01/10/2023

**Country of Residence prior to Settlement in Malta**  
-

**Intended Country of Next Settlement**  
Unknown

**Intended Duration of Stay in Malta**  
Indefinite

 **address in malta** [Edit](#)

<b>Address</b> Unknown	<b>Card Collection Site</b> Msida
---------------------------	--------------------------------------

Figure 12 – Single Permit Application Wizard – Step 5: Application Summary

The last step in the wizard includes the Application Summary and the Online Payment option.

1. Review the Application Summary and make the online payment. There are different payment options (see Figure 13):

- The employer can pay before sending the application to the applicant for reviewing it, either using a Credit Note or a Bank Card.
- The applicant can pay for the application. In this case, the employer must tick on **Applicant will process with the payment** option.
- The employer can pay when submitting the application, after the applicant reviewed it. In this case, the employer must tick **Defer payment to submission stage** option.

### credit note

This section is applicable to employers who have received an Offer letter and requested a Credit Note.

Once a credit note is applied, the following cannot be changed:

- Application is **not** for a Health Professional

Tick to confirm

**use credit note**

### card payment details

Once the application is paid, the following cannot be changed:

- Application is **not** for a Health Professional

Tick to confirm

**proceed to payment**


- or -

Applicant will proceed with the payment

Defer payment to submission stage

Figure 13 - Payment options

When using credit note, the employer must type the credit note number sent to him by email and click on **Apply Credit Note** button.

 **credit note**

Enter the Credit Note number that can be found in the Credit Note letter that was sent to you via email (see [here](#)).

**Important:** Once you apply the Credit Note and confirm the transaction, the Credit Note will be considered redeemed and cannot be used for another application, unless the application is Withdrawn before payment.

Credit Note No.

**apply credit note**

Figure 14 - Using the credit note as payment method

 **CREDIT NOTE**

Date: **19 October 2023**

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear XXXXXXXX,

Following your e-mail confirming that XXXXXXXX as the holder of passport number XXXXXXXX does not satisfy the criteria to take on the prospective employment previously offered to him by your entity, a credit note is being issued for the full amount in respect to the application in caption XXXXXXXX.

**V**XXXXXXXXXX

The credit note shall be redeemed within a period of 30 days from the date you requested this credit note. Failing to do so the credit note shall not be redeemable.

The credit note may be used for any of the following reasons:

- New application for a work/residence permit on behalf of another third country national to be employed with your entity.
- Renewal of an existing third country national employed with your entity.
- Change in employer application for a third-country national who wishes to change employment to your entity.

This credit note is without prejudice to the criteria as established in Subsidiary Legislation 217.17 including the process regarding security checks and verifications of any applicant's suitability.

**Important Notice:** This Credit Note can be used by anyone in possession of it. We kindly request that you exercise utmost care in its handling and storage. Unauthorized use or mishandling may result in the devaluation or loss of its worth.

Should you wish any further clarifications please contact the Agency via email [yplateoperators@gov.mt](mailto:yplateoperators@gov.mt).

Figure 15 - Email sent with the credit note number information

When using a card, the employer must click on **Proceed to Payment** button, complete the card payment details, and click on the **Continue** button (see Figure 16)

☒ **card payment details**

Proceeding with and submitting this application is without prejudice to:

**The applicant is still abroad:**

- Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.
- Any visa requirements, especially when the applicant resides in a third country with no facilitation for the issuance of a visa.
- Any travel restrictions imposed by the country of origin, the European Commission and any other country through which transit is needed.
- Validity of Approval in Principle letter, the duration of which would be specified in the same letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

**The applicant is legally in Malta:**

- Applicant on behalf of whom this application is being submitted must hold legal status in Malta. Should it be confirmed, during the validation process, that the Applicant does not hold a legal status, Identità will refuse the application and no refund will be given.
- Validity of Approval in Principle, the duration of which would be specified in the application outcome letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

**Card Type**

Select Card Type▼

**Card Number**

**Expiry Date**

Select Month▼

Year▼

**Cardholder's Name**

Total amount that will be charged to your card is **EUR 280.50**

Cancel

Clear

Continue

Figure 16 - Card Payment Detail

☒ **card payment details**

**Transaction ID**  
STG0001R4X

**Authorisation Code**  
L 0007

**Order Reference**  
R98122743


**Transaction Date**  
27/10/2023 12:19:05

**Total Amount Paid**  
€280.50

Figure 17 - Card Payment Transaction Confirmation Detail

Once payment is completed, click **Send to Applicant** button, add a comment if required and click Send to Applicant.

### please confirm ×

 An invitation e-mail will be sent to the applicant to complete the application. ×

I would like to receive SMS notifications for this application.  
**This service is currently not available. You and the applicant shall however start receiving SMS notifications once available.**

Comments

Please keep comment under 250 characters long

cancel send to applicant

Figure 18 - Confirmation screen before sending the application.



## Review Application by the Applicant

Once the employer finishes the application, it is sent to the applicant (employee) to review it (see Figure 19). The applicant will receive an email on the email address previously provided by the employer. The email includes a link to her/his application.

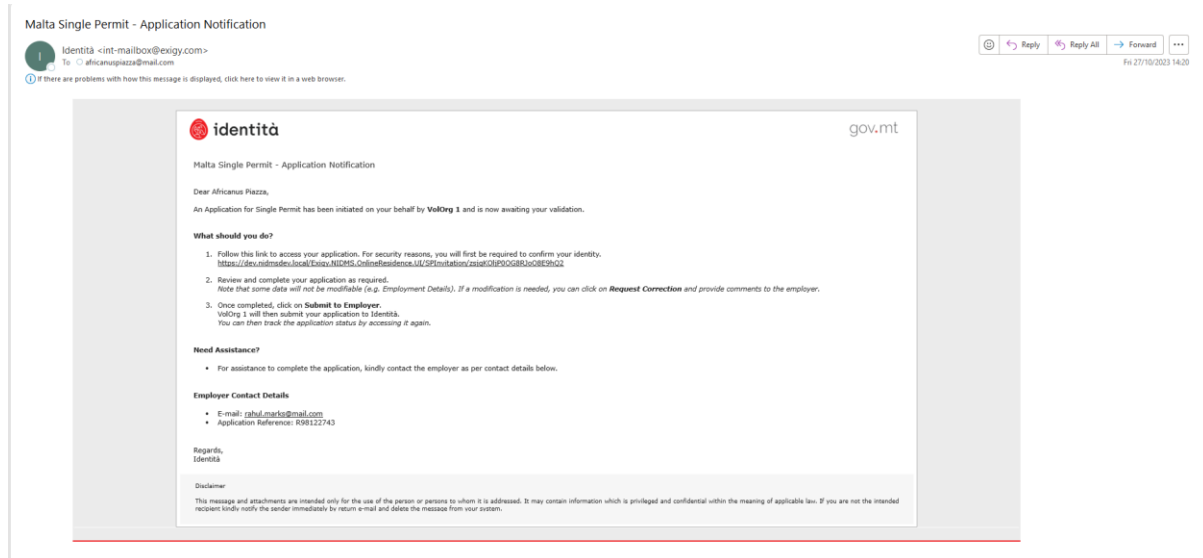




Figure 19 – Email sent to the applicant to review her/his application

To access the application, the applicant must provide date of birth together with the travel document number. If the applicant is already in possession of a valid e-ID account, the system will redirect the user to the e-ID login screen.

1. Insert the information required, then click **Confirm** button.

online application  
non-eu: single permit

 **invitation verification**

Date of Birth  

Travel Document No


**confirm** 

Figure 20 - Applicant verification to access the corresponding application

2. Review all the application and update/correct the residence details and upload any missing documents.

Online Application: **Africamus PIA/PA - R06122745**  
 Applicant Device ID: Progress

Non-EU Single Permit

Step 1: Applicant's Personal Details | Step 2: Applicant's Residence Details | Step 3: Employment Details | Step 4: Documents Upload | Step 5: Application Summary

Proceeding with and submitting this application is without prejudice to:

**The applicant is still abroad:**

- Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.
- Any visa requirements, especially when the applicant resides in a third country with no facilitation for the issuance of a visa.
- Any travel restrictions imposed by the country of origin, the European Commission and any other country through which transit is needed.
- Validity of Approval in Principle letter, the duration of which would be specified in the same letter, and which is non-expendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

**The applicant is legally in Malta:**

- Applicant on behalf of whom this application is being submitted must hold legal status in Malta, should it be confirmed, during the validation process, that the Applicant does not hold a legal status. Spurious will reject the application and no refund will be given.
- Validity of Approval in Principle, the duration of which would be specified in the application outcome letter and which is non-expendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

### application context

Application for Employer  
 Vo/Org 1

Application Context  
 Still Abroad  
 Still Abroad Application (Excluding Recruiting/Temping Agents)

### foreign applicant's details

**personal details**

Maltese Registration No.

Last Name

Place

Former Surname

First Name(s)

Africamus

Current Nationality  ✘

Birth Nationality  ✘

Country of Birth  ✘

Place of Birth

Date of Birth   ✘

Gender  ✘

Marital Status  ✘

**contact details**

Phone Number

Mobile Number

E-Mail Address

**travel documentation**

Travel Document Type  ✘

Travel Document No.

Country of Issue  ✘

Date of Issue

Valid Until

[request correction](#) [next](#) ✘

Figure 21 - Personal Details Screen shown to the applicant

- If there is something wrong, fix it, click on Request Correction button, add a comment, and click on Request Correction.



Figure 22 – Applicant requested a correction

If everything is correct, make a final review in the Application Summary and click on **Submit to Employer** button.

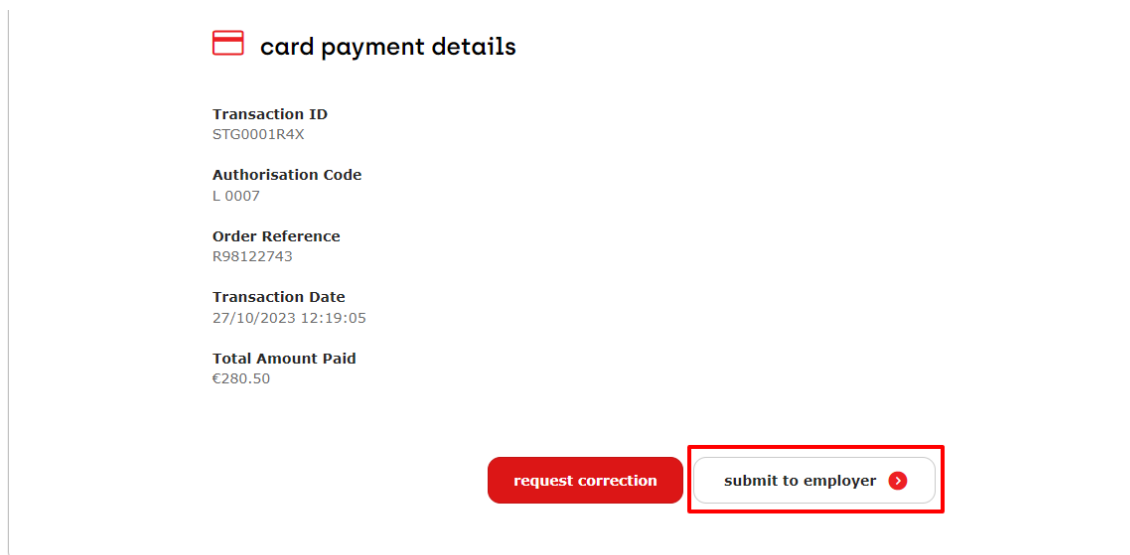


Figure 23 - Submit to Employer button shown to the applicant in the Application Summary screen

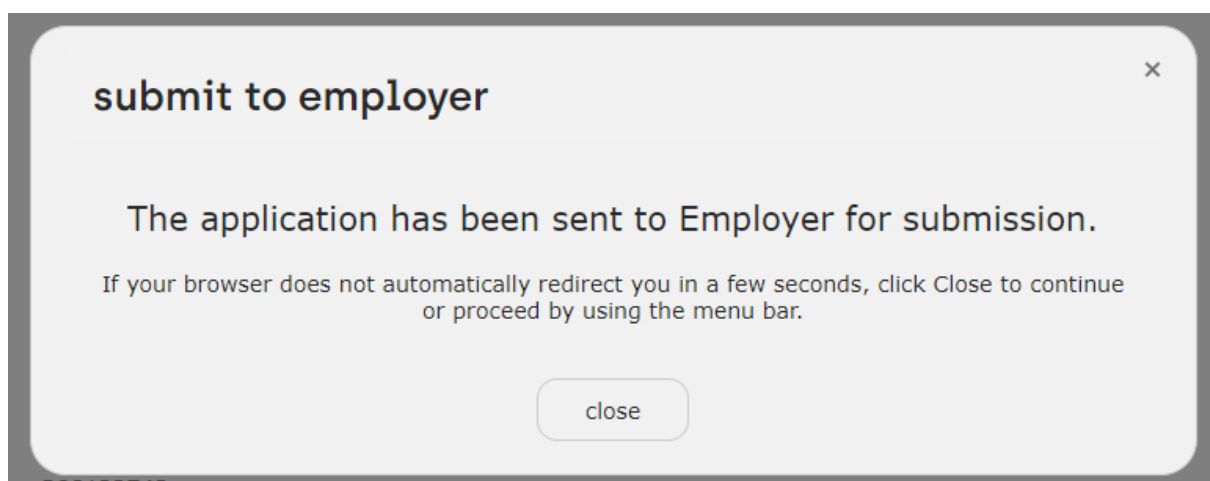
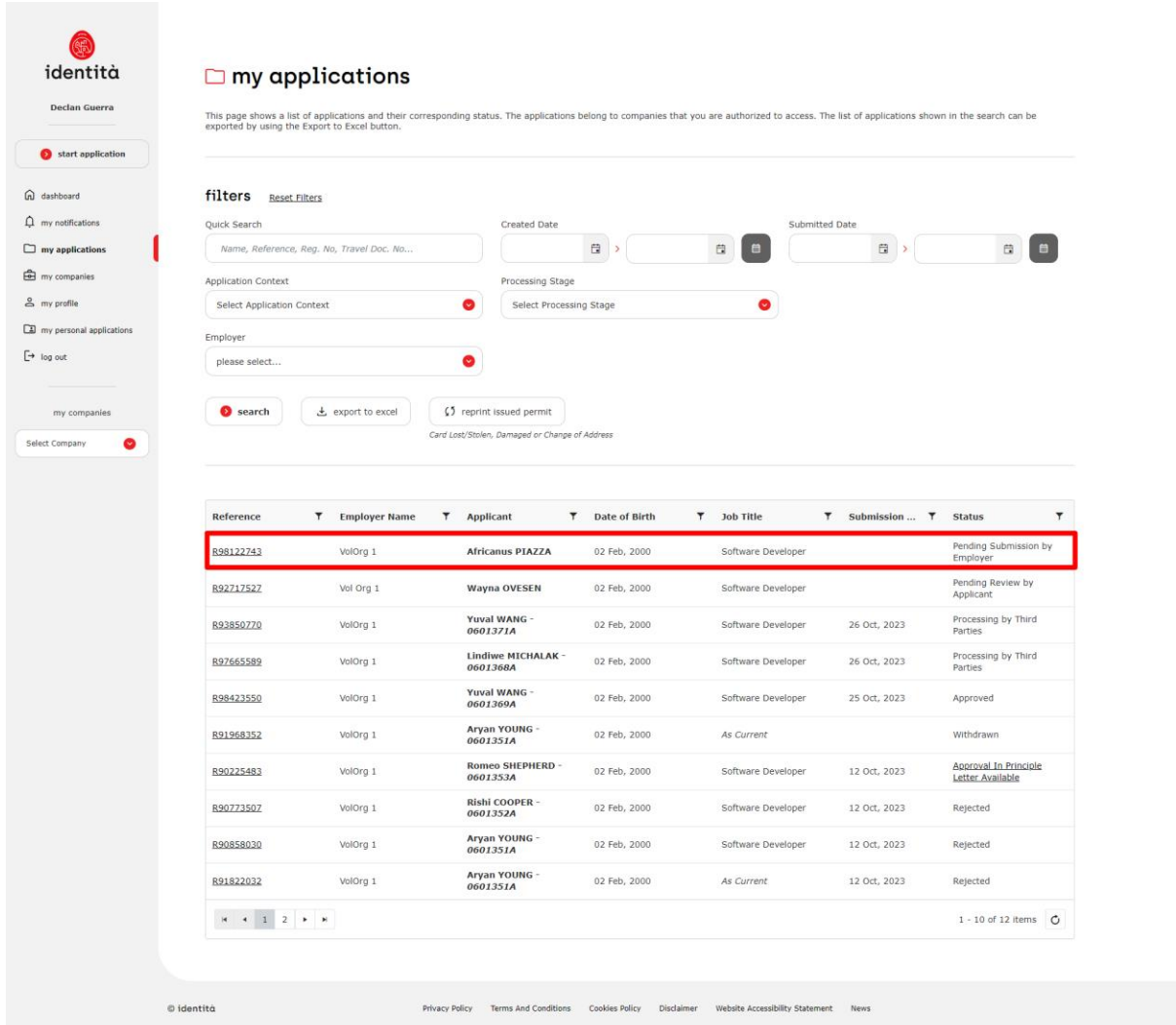


Figure 24 - Confirmation the application has been sent to the employer

## Submission of Application by Employer

An employer can access the applications she/he has sent by logging in to the Single Permit Portal and going to **My Applications** screen.



**my applications**

This page shows a list of applications and their corresponding status. The applications belong to companies that you are authorized to access. The list of applications shown in the search can be exported by using the Export to Excel button.

**filters** [Reset filters](#)

Quick Search:  Created Date:  Submitted Date:

Application Context:  Processing Stage:

Employer:

Card Lost/Stolen, Damaged or Change of Address

Reference	Employer Name	Applicant	Date of Birth	Job Title	Submission ...	Status
R98122743	VolOrg 1	Africanus PIAZZA	02 Feb, 2000	Software Developer		Pending Submission by Employer
R92712522	Vol Org 1	Wayna OVESEN	02 Feb, 2000	Software Developer		Pending Review by Applicant
R93850720	VolOrg 1	Yuval WANG - 0601371A	02 Feb, 2000	Software Developer	26 Oct, 2023	Processing by Third Parties
R97665589	VolOrg 1	Lindiwe MICHALAK - 0601368A	02 Feb, 2000	Software Developer	26 Oct, 2023	Processing by Third Parties
R98423550	VolOrg 1	Yuval WANG - 0601369A	02 Feb, 2000	Software Developer	25 Oct, 2023	Approved
R91968352	VolOrg 1	Aryan YOUNG - 0601351A	02 Feb, 2000	As Current		Withdrawn
R90225483	VolOrg 1	Romeo SHEPHERD - 0601353A	02 Feb, 2000	Software Developer	12 Oct, 2023	Approval In Principle Letter Available
R90773507	VolOrg 1	Rishi COOPER - 0601352A	02 Feb, 2000	Software Developer	12 Oct, 2023	Rejected
R90858030	VolOrg 1	Aryan YOUNG - 0601351A	02 Feb, 2000	Software Developer	12 Oct, 2023	Rejected
R91822032	VolOrg 1	Aryan YOUNG - 0601351A	02 Feb, 2000	As Current	12 Oct, 2023	Rejected

1 - 10 of 12 items

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Figure 25 - Single Permit Portal - My Applications screen

1. Click on the **View Application** link related to the corresponding application (Status: Pending Submission by Employer). Applications with this status are complete and can be sent to Identità for processing.
2. When clicking on the View Application link. The corresponding application summary is opened to allow a last verification. Options at this stage are:
  - Modify the application using the **Modify** button, or
  - Withdraw the application using the **Withdraw** button, or
  - Submit to Identità using the **Submit Application** button.



## Online Portal - Status Description

Portal Status	Description
Pending Completion by Employer	Application still needs to be finalised by Employer
Pending Review by Applicant	Applicant needs to review, update, and proceed with application
Applicant Review in Progress	Applicant is in the process of reviewing, updating the application
Pending Submission by Employer	Application has been updated by applicant but needs to be submitted to Identità by Employer
Submitted	Application has been submitted to Identità
Withdrawn	Employer has withdrawn application before it was sent and accepted by Identità
Rejected	Application has been rejected by Identità
In Progress	Application has been received and is being processed
Processing by Third Parties	Application is being validated by the relevant authorities
Ready for Final Approval	Application is being processed and will be ready soon. Applicant will be receiving the Approval in Principle to set an appointment for the biometric and picture process
Revoked	Application has been processed by Identità but revoked
Approved	Application is approved
Collection letter posted to registered address	Application has been approved and applicant will receive the collection letter in post to proceed to Identità and collect – note that no collection is possible without presentation of letter
Issued	Residence Card has been issued and collected



If you have problems with setting up the above process kindly an e-mail:  
[singlepermit.identita@gov.mt](mailto:singlepermit.identita@gov.mt)