

Application Processing System (APS)

How to register and upload a work permit application on APS portal

If you have not already registered before

[click here to see video](#)

- (1) Open <https://borderforceapps.gov.tc> in Google Chrome web browser
- (2) Click on registration form and complete the form that is displayed. A scanned copy of your valid Id is required.
- (3) Return to the login page and enter your email address and password
- (4) Hit Enter on the keyboard
- (5) Visit your email inbox and copy and paste the password provided and return to login page
- (6) If you are using a personal device that no one else has access to the tick "I trust this device"
- (7) Enter the password and hit enter on the keyboard to login
- (8) You will be logged to the dashboard page
- (9) Click My Profile and on the profile page, click reset password to reset your password

If you have already registered before

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Notes: scanned copies of your documents (Medical, Police record, etc.) are required and must be merged into a single pdf file for upload.

Also required is a scanned copy of the applicant's headshot (face photo)

- (1) Open <https://borderforceapps.gov.tc> in Google Chrome web browser.
- (2) Enter your email address and password
- (3) Hit Enter on the keyboard to login
- (4) Click on Apply for Work Permit

- (5) You will be prompted to type the employer's name.
When done tick the tick-box



**Apply for
Work Permit**

Add New
Work Permit Application

tick here when done entering employer's name

Employer's name:

Employer's id:

- (6) A form is displayed, complete the form then upload the applicant's headshot (face photo)
- (7) Click the button to proceed to application form

proceed to application form

- (8) Complete the application form by typing in all the mandatory fields that have a red asterisk before them. Be certain to click the save changes button at the bottom before moving to another section.

(9) After completing all sections of the form, click the button to submit the completed application.