



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

PERMANENT RESIDENCE APPLICATION

To Reside Permanently In The Cayman Islands (8+ Years)

PLEASE DO NOT LEAVE ANY QUESTION BLANK. IF A QUESTION DOES NOT APPLY TO YOU, INSERT "NOT APPLICABLE" OR "N/A" IN THE SPACE PROVIDED.

NOTES: (i) The position that the employee will continue to occupy must be listed in a valid Business Staffing Plan Certificate. (ii) Refer to the checklist accompanying this form for additional documents required to process this application. (iii) Use separate sheet of paper, where necessary, to thoroughly answer each question. (iv) All communication will be sent to the email address placed in Part 2 of this application form.

DO NOT USE LIQUID PAPER OR CORRECTION TAPE, IF AN ERROR IS MADE CROSS OUT AND INITIAL THE CHANGE(S) OR USE A FRESH PAGE

PERSONAL DETAILS OF APPLICANT

1. a. Do you have more than 1 Nationality? ☐ Yes ☐ No If Yes, answer questions 1b, 3, 4 with information from your passport representing your primary Nationality. If No, answer questions 1b, 3, 4 with information from your sole passport.

1. b. Name as it appears in Passport

Surname (Last Name) _____ Maiden Name _____ Given Names (First Names) _____

2. Country of Birth _____ Date of Birth _____ Gender ☐ Male ☐ Female

3. Nationality _____ Passport Number _____

4. Date of Issue _____ Place of Issue _____ Date of Expiry _____

5. Marital/Civil Partnership status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Civil Partnership ☐ Dissolved Civil Partnership

If Single, have you ever been married or in a civil partnership? ☐ Yes ☐ No Date of marriage or civil partnership _____

If Married, or previously married provide, City & Country of Marriage _____

Have you ever been divorced/dissolved civil partnership? ☐ Yes ☐ No Have you ever been widowed? ☐ Yes ☐ No

Are you the spouse/civil partner of a Caymanian? ☐ Yes ☐ No

6. Physical address (House No & Street Name) _____

District _____ P.O. Box & KY _____ Telephone _____

Personal Email Address _____

7. Does your current or last work permit (if any) list more than 1 occupation? ☐ Yes ☐ No

If Yes, list your primary Occupation. If No, list your sole occupation.

DETAILS OF AGENT (IF APPLICABLE)

8. Is this application prepared or submitted by an agent or representative? ☐ Yes ☐ No If Yes, provide details.

Name of Agent/Representative _____

PO Box & KY _____ Physical Address _____

Telephone/Cell _____ Email Address _____

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PERSONAL DETAILS OF APPLICANT (CONTINUED)

9. Are you currently employed full-time? ☐ Yes ☐ No
 a. If Yes, Name of full-time Employer/Business _____
 Physical Address _____
 District _____ P.O. Box & KY _____ Telephone _____
 E-Mail Address _____
 b. If Yes, how many years of full-time experience do you have in this current occupation/profession? _____
10. Are you currently employed part-time? ☐ Yes ☐ No Occupation _____
 a. If Yes, Name of full-time Employer/Business _____
 Physical Address _____
 District _____ P.O. Box & KY _____ Telephone _____
 E-Mail Address _____ Number of hours per week at this job? _____
 b. If Yes, how many years of full-time experience do you have in this current occupation/profession? _____
11. Is your spouse (if any) currently employed full-time? ☐ Yes ☐ No Occupation _____
 a. If Yes, Name of spouse's full-time Employer/Business _____
 Physical Address _____
 District _____ P.O. Box & KY _____ Telephone _____
 E-Mail Address _____
12. Is your spouse (if any) currently employed part-time? ☐ Yes ☐ No Occupation _____
 a. If Yes, Name of part-time Employer/Business _____
 Physical Address _____
 District _____ P.O. Box & KY _____ Telephone _____
 E-Mail Address _____ Number of hours per week at this job? _____

ACADEMIC, TECHNICAL, AND VOCATIONAL INFORMATION

"Education/training points" are awarded for education/training which pertains to your sole/primary occupation.

13. What is your highest level of education as your education pertains to your Sole/Primary Occupation listed in Question 8? (provide proof with certified attachments, see checklist)
☐ Post-Graduate Degree / Professional Qualification ☐ Bachelor's Degree ☐ Associate Degree ☐ High School/Secondary School
14. What is your highest level of Technical / Vocational Qualification or Accreditation as your training and accreditation pertain to your Sole /Primary Occupation listed in Question 8? (provide proof with certified attachments, see checklist)
☐ Post-Graduate Degree / Professional Qualification ☐ Bachelor's Degree ☐ Associate Degree ☐ High School/Secondary School
☐ Local Licence from relevant Regulatory Body ☐ Vocational Certificate (more than 1 year study) ☐ Vocational Certificate (1 year or less study)
15. Provide Degree Titles & Professional Qualification Titles & Certificate Names (if any)

16. Provide details of any specialism or specialist skills you possess within your profession.

17. List in **left column** Certificates or Qualifications from coursework of more than 1 year.

18. List in **right column** Certificates or Qualifications from coursework of 1 year or less.

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PERSONAL DETAILS OF SPOUSE (IF APPLICABLE)

19. Surname (Last Name) _____ Maiden Name _____ Given Names (First Names) _____
20. Country of Birth _____ Date of Birth _____ Gender ☐ Male ☐ Female
21. Phone _____ Email Address _____
22. Does your spouse reside in the Cayman Islands? ☐ Yes ☐ No If Yes, what is your spouse's immigration status?
☐ Caymanian ☐ Work Permit Holder ☐ Work Permit Dependant ☐ Visitor ☐ Other If Other, explain _____
23. Is your spouse a Work Permit Holder or otherwise legally employed? ☐ Yes ☐ No If Yes, complete following
 Name of Employer/Business _____ P.O. Box & KY _____
 Telephone _____ E-Mail Address _____

IMMIGRATION / WORK PERMIT HISTORY

24. What is your current Immigration Status?
☐ a. Work Permit Holder ☐ b. Visitor ☐ c. Dependant of a Work Permit Holder ☐ d. Spouse of a Permanent Resident
 Expiry Date _____ Effective Date _____ Effective Date _____
☐ e. Other - Explain _____
25. Have you ever had a permit to work in the Cayman Islands? ☐ Yes ☐ No
26. Have you ever had an application for a work permit in the Cayman Islands refused, revoked or not renewed? ☐ Yes ☐ No
27. When does your current permission to remain in the Cayman Islands expire? _____
28. How long have you been legally and ordinarily resident in the Cayman Islands? _____ Years _____ Months
- What date did you become legally and ordinarily resident in the Cayman Islands? _____
- Note:** "legal and ordinary residence" is defined in the The Caymanian Protection Act (2022 Revision), as meaning "... a person's uninterrupted voluntary physical presence in the Islands for a period of time without legal impediment (other than a tourist visitor or transit passenger) during which period the Islands are regarded as his normal place of abode for the time being, save that (a) absences abroad of six consecutive months' duration or less for, inter alia, purposes of education, health, vacation or business during such period shall count as residence in the Islands; (b) absences abroad of more than six consecutive months but less than one year shall raise the presumption that there has been a break in residence; and (c) absences abroad for twelve consecutive months or more shall constitute a break in residence."
29. Have you previously applied for a Residency & Employment Rights Certificate (RERC)? ☐ Yes ☐ No
 If Yes, provide date of application & details _____
30. Have you previously applied for this type of RERC? ☐ Yes ☐ No
 If Yes, provide date of Grant and/or date of application and other details? _____
 How was your previous RERC lost or cancelled? ☐ Application refused ☐ Revocation
 Provide details _____

SALARY INFORMATION (YOURS, AND YOUR SPOUSE'S (IF ANY))

31. Provide additional Employment details for yourself, and your spouse/civil partner (if any). Use additional sheet(s) of paper if necessary.

Employer	Occupation	Self	Spouse/Civil Partner	Full-Time?		Pension?		Health Coverage?	
				Y	N	Y	N	Y	N
_____	_____	☐	☐	☐	☐	☐	☐	☐	☐
_____	_____	☐	☐	☐	☐	☐	☐	☐	☐
_____	_____	☐	☐	☐	☐	☐	☐	☐	☐
_____	_____	☐	☐	☐	☐	☐	☐	☐	☐

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PENSION INFORMATION

32. Provide information for your on-Island pension plan(s). Provide certified copy of your latest statement(s). If you have more than one pension plan, list primary & attach latest statements from all.

Pension Plan Name (sole or primary) _____ Date of Enrollment _____
Account Number _____ Balance _____ Are Contributions Current? If No, explain ☐ Yes ☐ No

CHARACTER / CRIMINAL HISTORY

33. (i). Have you ever been arrested or charged with a criminal offence in any country (including the Cayman Islands)? If you answered yes, please give details:

☐ Yes ☐ No

Nature of Offence	Date	Location	Verdict and Sentence
_____	_____	_____	_____
_____	_____	_____	_____

- (ii). Have you ever been convicted of a criminal offence in any country (including the Cayman Islands)? If you answered yes, please give details:

☐ Yes ☐ No

Nature of Offence	Date	Location	Verdict and Sentence
_____	_____	_____	_____
_____	_____	_____	_____

- (iii). Have you ever been required to pay an administrative fine for an offence in the Cayman Islands or other country, other than for a traffic offence? If you answered yes, please provide details below:

☐ Yes ☐ No

Nature of Fine	Date	Location	Amount (CI\$)
_____	_____	_____	_____
_____	_____	_____	_____

- (iv). Have you ever been sanctioned by a professional ethics body, licensing board or any other regulating body? If you answered yes, please provide details:

☐ Yes ☐ No

Nature of Sanction	Date	Location	Reasons
_____	_____	_____	_____
_____	_____	_____	_____

DEPENDANT DETAILS

If applicable - you will provide summary information in a following section.

34. Do you have any non-Caymanian dependants whom you wish to accompany you? ☐ Yes ☐ No

If Yes, you must complete and submit Form RAD – Accompanying Dependant Information Supplement and submit with this form.

35. Do you have any non-Caymanian dependants that are not accompanying you? ☐ Yes ☐ No

If Yes, provide details below

Name of Non-Accompanying Non-Caymanians	Date of Birth	Nationality	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

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FINANCIAL DETAILS

Certified copies of corresponding documents must be attached.

Note: you will need to sign a waiver permitting Immigration to seek information from other Government departments.

36. Have you or your spouse/civil partner ever **applied for** any assistance (financial or otherwise) from the Department of Children and Family Services or any other Government Department or Agency? ☐ Yes ☐ No
If Yes, clearly detail circumstances. Use separate sheet of paper if necessary.

37. Have you or your spouse/civil partner ever **applied for and received** any assistance (financial or otherwise) from the Department of Children and Family Services or any other Government Department or Agency? ☐ Yes ☐ No
If Yes, clearly detail circumstances, type and duration of assistance. Use separate sheet of paper if necessary.

38. What is your total annual income from overseas investments (e.g., income from business ownership, property rental, etc)? US\$ _____

39. Documented Income and Income from Employment. See notes below.

Applicant

Spouse/Civil Partner, if applicable

12 Month Income (CI\$) _____ 12 Month Income (CI\$) _____ For most recent 12 Months (b)

5 Years Income (CI\$) _____ 5 Years Income (CI\$) _____ For most recently completed 5 Calendar Years (c)

Annual Income from Employment (CI\$) _____ Annual Income from Employment (CI\$) _____ For most recently completed Calendar Year (d)

Notes:

- (a) Immigration Regulation Factor 3 defines Income to include salary, commissions, gratuities, investment income and any other form of demonstrated income to the extent that proof of such income can be shown.
Immigration Regulation Factor 4 clarifies Gross Annual Income from employment includes all employment related monetary income earned annually by the applicant and includes basic salary, bonus, commission, allowances, etc. to the extent that documentary evidence is produced to show income.
(b) "12 Month Income" is the documented income for the 12 months prior to making the application.
(c) "5 Year Income" is the documented income for the 5 most recently completed calendar years.
(d) "Annual Income" is the documented income for the most recent completed calendar year.
(e) Income from Employment must be documented by Employer, e.g., Pay Slips, Employment Letter.
(f) Investment Income must be documented, e.g., bank statements, brokerage statements, rental payments, sales contracts.

40. Are you solvent (are you able to pay all your debts as they become due)? ☐ Yes ☐ No

41. Is every business, (on Island or off) in which have you partial or full ownership, solvent? ☐ Yes ☐ No

PROPERTY AND INVESTMENT DETAILS

Use additional page if necessary, Certified copies of corresponding documents must be attached.

42. Do you own any property in the Cayman Islands? ☐ Yes ☐ No If Yes, list details below.

Block	Parcel	District	Mortgagee (Person or Lending Institution if any)	% Ownership	Purpose (Primary Residence, Income, Investment)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If any property above is owned jointly with your spouse (if any), you may claim 100% Ownership.

43. Do you have a current investment in a locally licensed company which is solvent at this time? ☐ Yes ☐ No
If Yes, list details below, use separate sheet(s) of paper if necessary.

Company Name	T&B License No (if any)	Physical Address	Initial Investment Amount (\$)	% of Shares Owned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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44. Were any of the funds used in any of the above investments borrowed or gifted? ☐ Yes ☐ No
If Yes, list details below, use separate sheet(s) of paper if necessary.

Lender or Gifted From	Amount	Source of Funds	Terms	Repayment Due
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

45. Are there any other Property or Investment related Liabilities? ☐ Yes ☐ No
If Yes, list details on separate sheet(s) of paper. Include documentation.

OTHER FINANCIAL DETAILS & DEPENDANT SUMMARY

Certified copies of corresponding documents must be attached.

46. Documented Cash and Savings held locally (CI\$) _____ Locally held US\$ may be reported, convert to CI\$ at .82

47. Provide summary information for your Dependants Number of

Accompanying non-Caymanian School Age Dependant Children	_____
Accompanying non-Caymanian non-School Age Dependant Children	_____
Non-Accompanying non-Caymanian Dependant Children	_____

Note: In assessing an Applicant's gross annual income from employment, the gross annual income of employment of his spouse will only be taken into account if there is at least one dependent child.

COMMUNITY INVOLVEMENT

You must provide proof of community involvement. Provide information of your involvement in community activities, drug abuse prevention programmes, rehabilitation of offenders, or training and mentoring of Caymanians, participation in sports, arts, religious, social, service, and/or other non-profit charitable or voluntary clubs or organisations. All letters provided should state the number of hours volunteered. The proof of involvement letters, for each organisation claimed, should be on that organisation's official letterhead and be signed by the Director or other executive member of that organisation. See the Guidance Notes which fully detail the necessary requirements.

48. Use this column to enumerate Number of Years in each topic Number of Hours per Year
- | | | |
|---|-------|-------|
| a) Training and mentoring of Caymanians outside of normal work hours or related employer sponsored activities | _____ | _____ |
| b) Personal sponsorship towards a Caymanian's tertiary training, with a minimum of \$3,500 per annum | _____ | _____ |
| c) Actively assist in the rehabilitation and mentoring of offenders | _____ | _____ |
| Total 48 | _____ | _____ |

49. Use this column to enumerate Number of Years in each topic Number of Hours per Year
- | | | |
|---|-------|-------|
| a) Participation and assistance in a youth programme | _____ | _____ |
| b) Training and mentoring of Caymanians within normal work related / sponsored activities | _____ | _____ |
| c) Participation and assistance in a sports programme | _____ | _____ |
| d) Participation and assistance in an arts programme | _____ | _____ |
| e) Participation and assistance in a local service club activities | _____ | _____ |
| f) Participation and assistance in a local church programme activities | _____ | _____ |
| g) Personal donations to community minded activities of a minimum of \$2,000 per annum | _____ | _____ |
| h) Volunteering for non-profit, charitable or voluntary organisations | _____ | _____ |
| Total 49 | _____ | _____ |

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50. For each entry above, provide details of Community Involvement (use separate sheet if necessary)

Organisation	No. Years Experience	Your Role
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CAYMANIAN CONNECTION

Provide information concerning your Caymanian Connection(s) (if any).

Note: You must provide proof of relationship and proof the listed Connection indeed possesses Caymanian status. That is, you must provide a certified copy of both your and the Connection's birth certificates and a certified copy of the Connection's Caymanian Status Certificate or Acknowledgement Letter.

51. Are you the Parent of a Caymanian?

☐ Yes ☐ No

If Yes, provide details below. Use separate sheet(s) of paper if necessary.

a. Your Caymanian child's name ("Child-1") _____ Gender ☐ Male ☐ Female

Date of Birth _____ Relationship _____

Name of Child-1's Caymanian Parent _____ Date of Birth _____

House & Street Name _____ Telephone _____

Where and with whom does Child-1 currently reside?

Name of Guardian _____ Relationship of Guardian to Child-1 _____

Full Address _____ Telephone _____

PO Box & KY (if in Cayman Islands) _____ Email Address _____

b. Your Caymanian child's name ("Child-2") _____ Gender ☐ Male ☐ Female

Date of Birth _____ Relationship _____

Name of Child-2's Caymanian Parent _____ Date of Birth _____

House & Street Name _____ Telephone _____

Where and with whom does Child-2 currently reside?

Name of Guardian _____ Relationship of Guardian to Child-2 _____

Full Address _____ Telephone _____

PO Box & KY (if in Cayman Islands) _____ Email Address _____

52. Are you a Child of a Caymanian? If Yes, please provide details below.

☐ Yes ☐ No

☐ Full name of your Caymanian Mother _____ Date of Birth _____

☐ Full name of your Caymanian Father _____ Date of Birth _____

53. Are you the Grandparent of a Caymanian? If Yes, please provide details below.

☐ Yes ☐ No

☐ Full name of your Caymanian Grandchild (if any) _____ Date of Birth _____

54. Are you the Brother or Sister of a Caymanian? If Yes, please provide details below.

☐ Yes ☐ No

☐ Full name of one Caymanian Brother or Sister (if any) _____ Date of Birth _____

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NEEDS ASSESSMENT UNIT WAIVER

I give my full consent to the Department of WORC to enable them to access my information from the Department of Children and Family Services, Needs Assessment Unit and any other Government Agency or Department. I give my full consent to access information relevant to my/or my family's case history and circumstances. Information can be requested and shared verbally and written which includes e-mail communication.

Applicant's Signature
Agency signature not acceptable

Date

DECLARATION

Warning: It is an offence under The Caymanian Protection Act (2022 Revision) for any person to make, cause or allow to be made any return, statement or representation which is false in a material particular and which he knows to be false or which he does not believe to be true. A person found guilty of this offence is liable on summary conviction in respect of a first offence, to a fine of \$5,000.00 and to imprisonment for one year or, in respect of a second or subsequent offence, to a fine of ten thousand dollars and to imprisonment for two years.

By making an application for a Residency & Employment Rights Certificate, you agree to cooperate with the Cayman Status and Permanent Residency Board ("the Board"), or those with delegated authority from the Director of WORC, by providing such information or documents as they may reasonably request in connection with your application.

If the Director/Board has reasonable grounds to believe that any fact stated in any application for a Residency & Employment Rights Certificate (including any affidavit sworn in support of such application) is false in a material particular, the Director/Board or its duly appointed agents may conduct a full investigation in such manner as it deems fit.

I understand that if any of my circumstances, listed here on this application, change after submission of this application, I am obligated to inform the Board/Director immediately of the changes.

I understand that it is an offence to not include all of my dependants whether they are accompanying me on Island, or not.

Applicant's Signature
Agency signature not acceptable

Date



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

AFFIDAVIT (PERMANENT RESIDENCE APPLICANT AND SPOUSE/CIVIL PARTNER)

To be completed by the Dependant Spouse/Civil Partner and his/her Permanent Resident Spouse/Civil Partner

This affidavit is in support of my application to include my spouse/civil partner to my Permanent Residence as my dependant pursuant to section 37 of The Caymanian Protection Act (2022 Revision).

I _____ of _____
First Name Middle Name(s) Last Name/Surname City and Country

make oath and say as follows:-

1. That I am lawfully married/civil partner to _____
First Name Middle Name(s) Last Name/Surname
(my "spouse/civil partner") and we have been married/civil partners since _____ for _____ year(s) _____ month(s);
Date (DD-MM-YY)
2. That my marriage/civil partnership is not one of convenience as defined in the Caymanian Protection Act (2022 Revision);
3. That my marriage/civil partnership is: (1) stable and intact;
(2) that there are and were no pending divorce proceedings, divorce petitions or separation petitions filed within the duration of the marriage or immediately preceding this application;
4. That I am not living apart from my spouse/civil partner under a: (1) decree of a competent court;
(2) under a deed of separation;
(3) by mutual consent or agreement or any other reason whether voluntary or not;
5. That I have not lived apart from my spouse/civil partner immediately preceding this application and that I do not intend to live apart from my spouse/civil partner in the foreseeable future.

Warning: It is an offence under The Caymanian Protection Act (2022 Revision) for any person to make, cause or allow to be made any return, statement or representation which is false in a material particular and which he knows to be false or which he does not believe to be true. A person found guilty of this offence is liable on summary conviction in respect of a first offence, to a fine of \$5,000.00 and to imprisonment for one year or, in respect of a second or subsequent offence, to a fine of ten thousand dollars and to imprisonment for two years.

By making an application for a Residency & Employment Rights Certificate, you agree to cooperate with the Director of Workforce Opportunities & Residency Cayman (WORC) /Caymanian Status and Permanent Residency Board or its duly appointed agents by providing such information or documents as they may reasonably request in connection with your application.

If the Director of Workforce Opportunities & Residency Cayman (WORC)/Caymanian Status and Permanent Residency Board has reasonable grounds to believe that any fact stated in any application for a Residency and Employment Rights Certificate (including any affidavit sworn in such application) is false in a material particular, the Board or its duly appointed agents may conduct a full investigation in such manner as it deems fit.

I declare that I understand and accept the Warning given above

Signature of Applicant

Date (DD-MM-YY)

Signature Spouse/Civil Partner

Date (DD-MM-YY)

Sworn before me at _____, Cayman Islands, this _____ day of _____ 20____

Name

Justice of the Peace/Notary Public

Signature

Seal

PERMANENT RESIDENCE CHECKLIST

To Reside Permanently In The Cayman Islands (8+ Years)

THIS LIST IS A SUMMARY OF GENERAL REQUIREMENTS FOR ALL APPLICANTS. THE CAYMANIAN STATUS AND PERMANENT RESIDENCY BOARD OR THE DEPARTMENT OF WORC RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR DOCUMENTATION AS IT SEES FIT.

PLEASE SEE THE ONLINE GUIDANCE NOTES FOR DETAILED INSTRUCTIONS.

- ☐ **Cover Letter**
A letter should be addressed to the "Secretary, CS&PR or Director of WORC" clearly stating your reason(s) for becoming a Permanent Resident. The letter must include the occupation(s) in which you wish to be employed (if you wish to be employed in multiple occupations, clearly state your primary occupation), examples of your involvement in and contribution to the local community, and provide any other information that you consider supports your application.
- ☐ **Application Form**
One duly completed application form
- ☐ **Submission Fee *Due upon submission of the application***
Application fee (a) where annual work permit fee is; CI\$2,100 or less (CI\$1,500.00),
(b) if between CI\$2,101 – CI\$10,400 (CI\$2,500.00),
(c) if more than CI\$10,400 (CI\$5,000.00).
+ issue fee + first year's annual fee for occupation attracting work permit fee +
Dependent(s) fee (CI\$400) + (a) where annual work permit fee for the holder is; CI\$2,100 or less (CI\$350.00 per dependant),
(b) if between CI\$2,101 – CI\$10,400 (CI\$525.00 per dependant),
(c) if more than CI\$10,400 (CI\$750.00 per dependant).
- ☐ **Applicant's Birth Certificate**
Certified copy of Applicant's birth certificate (accompanied by English translation as necessary*)
- ☐ **Proof of Contribution to Community (if applicable)**
You must provide proof of Community Service which must be evidenced by way of a letter from the head of the organisation or an executive member of the organisation board on their letterhead, or from the Caymanian being mentored, confirming:
(a) the nature of participation or contribution (financial, physical, personal or other - if other, letter to describe participation/contribution),
(b) time period covered (i.e., the number of weeks, months, or years) during which such participation/contribution occurred
(c) actual participation time (i.e., number of hours per year)
(d) monetary amount or donation.
In the case of sponsorship of a Caymanian - the letter should be accompanied by a certified copy of the Caymanian's passport bio-data page or other valid form of identification together with proof that he/she is a Caymanian together with proof of enrolment and course details from the tertiary institution during the relevant period along with your receipt of payments.
Points are awarded based on thresholds defined in the Regulations and in the R-30 Guidance Notes.
- ☐ **Original Medical Declaration Cover Letter**
The Medical cover letter may be no older than one year, of submission of the application.
- ☐ **Photograph**
1 full face passport photo with name and date of birth on back
Provide photos for Applicant, and accompanying dependants, if any, including spouse.
- ☐ **Proof of Identity - Nationality/Passport**
Certified copy of the passport bio-data page for the applicant, and accompanying dependants, if any, including spouse
If you possess multiple Nationalities and multiple passports, provide the passport of which you consider your primary Nationality.
- ☐ **Evidence of Marital/Civil Partnership Status**
Certified copies of marriage/civil partnership and/or death certificate & dissolution of marriage/civil partnership decree(s) where applicable if Applicant and/or spouse/civil partner was married/in civil partnership before.
- ☐ **Affidavit**
Completed and signed by the applicant and spouse in the presence of a JP or Notary Public.

PERMANENT RESIDENCE CHECKLIST

To Reside Permanently In The Cayman Islands (8+ Years)

Continued.

THIS LIST IS A SUMMARY OF GENERAL REQUIREMENTS FOR ALL APPLICANTS. THE CAYMANIAN STATUS AND PERMANENT RESIDENCY BOARD OR THE DEPARTMENT OF WORC RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR DOCUMENTATION AS IT SEES FIT.

PLEASE SEE THE ONLINE GUIDANCE NOTES FOR DETAILED INSTRUCTIONS.

- ☐ **Police Clearance**
Required for Applicant, and dependants if any and if applicable. Police Clearances are only valid for 6 months.
- ☐ **Dependants Birth Certificates**
Certified copy of spouse and any accompanying dependant's birth certificates.
- ☐ **Dependant Children**
Certified copies of birth certificates or adoption orders in respect of any dependant children under the age of eighteen.
- ☐ **Accompanying Dependant Information Supplement (RAD)**
To be fully completed and submitted together with copies of all necessary documents requested.
- ☐ **Caymanian Connection**
Certified copy of Relation's birth certificate showing relation to Applicant and proof that such person is Caymanian. See online Guidance Notes for definition of "Caymanian".
- ☐ **Resume**
Provide your most current Resume or CV.
- ☐ **Education / Professional Qualifications**
If you have multiple Occupations, provide the highest academic degree(s), licence(s) and/or professional qualification(s) which pertain to your primary Occupation. If you have multiple academic degrees, licences and/or professional qualifications, provide certified copies of all relevant documentation.
See online Guidance Notes for additional information.
- ☐ **Exemption Letter (if applicable)**
Cuban nationals who were issued the relevant exemption by the Governor must provide a certified copy of same.

ADDITIONAL REQUIREMENTS FOR MALE APPLICANTS WISHING TO ADD DEPENDANTS

- ☐ **Proof of Legal Custody**
Male Applicants wishing to add their child as dependant and who were not married to the birth mother must submit a Court Order from country of origin of the child granting legal custody. Male Applicants who were married to birth mother at the time of child's birth must also submit proof of legal custody together with a certified copy of marriage certificate and subsequent divorce decree from mother, and/or copy of death certificate, if applicable.
A letter signed, or notarised and signed, by the birth mother giving permission for the child to reside with the father, may be included in the application, but is not acceptable proof of legal custody.
- ☐ **Affidavit/Letter of Support**
If your Caymanian Connection is your child and Applicant is a male, then a letter of support or affidavit must be submitted from the Caymanian mother advising of regular emotional and financial support of child by Applicant. If such letter cannot be obtained from child's mother then Applicant must provide proof of regular financial support of child. Affidavit to be completed and signed by Caymanian parent in the presence of a JP or Notary Public. Proof of identity, e.g., copy of passport ID page, must accompany either letter or affidavit.
In either case, contact details of mother must be provided.
- ☐ **DNA**
Male Applicants who were not married to the birth mother at the time of the child's birth must conduct a DNA test and submit the original results with the application. DNA tests will be accepted from the Cayman Islands, the USA and the United Kingdom. Permission must be obtained from the Board prior to testing in any other jurisdiction.
- ☐ **Marriage Certificate**
Male Applicants who were married to the birth mother at the time of the child's birth must provide a certified copy of the marriage certificate together with proof the mother is Caymanian.

PERMANENT RESIDENCE CHECKLIST

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FINANCIAL INFORMATION

☐ **Bank References**

You must submit a reference letter from your Bank(s) or Financial Institution(s) showing the current balances of all of your local accounts. It is a goal of the Regulations for you to document the annual average balance for a minimum of 5 years. If you are not able to provide this information, the Regulations provides an alternative computation. See Guidance Notes for more information.

☐ **Employment Letter**

A letter from your employer is required. This letter, on company letterhead, will state how long you have been employed, your primary occupation, and your weekly, monthly, or annual salary. The letter must also state your income from employment (including basic salary, bonus, commission, allowances, etc.), for the past 12 months, the most recently completed calendar year, and the most recently completed past 5 calendar years. If you have not worked with your current employer for the past 5 years, you must secure additional employment letters to evidence the 5 year total.

If your application includes an accompanying spouse, and if your spouse is employed, your spouse's employer must provide the same information as stated above.

If you have more than one employer, supply a letter from each employer. If not employed, state this in your cover letter.

☐ **Evidence of Property(s) Ownership**

Provide date stamped copy of Transfer of Land and Register of Land (not dated older than 3 months from date of submission of this application). Provide a facility or commitment letter from your bank, lender, or lending institution setting out the details, terms and conditions, loan amount, payment schedule, etc., in respect of any mortgaged property being declared on your application. In the event the property is mortgage-free provide proof of same and source of funds.

Notes:

- 1- Contracts, Purchase Agreements, Promissory Notes, etc., between a buyer and seller are not acceptable and will not be taken into account as evidence of property ownership.
- 2- Where an investment is owned jointly between spouses, points will be awarded based on the full investment amount rather than on the percentage of ownership of each spouse. The combined income of both spouses will also be used in the calculation.
- 3- Where an investment is owned by an applicant and another party who is not his spouse, points will be awarded only for the percentage of the investment held in the applicant's name.
- 4- Where spouses apply individually for the grant of permanent residence and they receive points based on the full investment amount (rather than the percentage held in their name) and permanent residence is granted, each spouse will be required to maintain the full value of the investment.

☐ **Proof of Local Investment(s)**

- a) Proof of shareholding(s): Provide copy of Register of Members (Shareholders) and copy of your share certificate(s) (if any).
- b) Proof of investment of/in shares, e.g., copy of signed relevant shareholders agreement(s) and stating your financial investment contribution to the business. Provide a copy of your cancelled cheque or bank statement (either your bank debiting or the company bank account crediting) evidencing your payment of such investment, unaudited financial statement, statement of assets, etc.
- c) Certificate of Incorporation and/or Trade & Business Licence and information on nature of business.

☐ **Income and Salary Notes**

- a) Income includes salary, commissions, gratuities, investment income and any other form of demonstrated income to the extent that proof of such income can be shown.
- b) 12 Month Income is the documented income for the 12 months prior to making the application.
- c) Annual Income from Employment includes all employment related monetary income earned annually by the applicant and includes basic salary, bonus, commission, allowances, etc., to the extent that documentary evidence is produced to show income.
- d) Annual Income is the documented income for the most recent completed calendar year.
- e) Income and income from employment must be documented.
- f) In assessing an applicant's gross annual income from employment, the gross annual income of employment of his spouse will only be taken into account if there is at least one dependent child.

*All certificates and documents (i.e. birth, marriage, death, divorce, police clearance etc.) which are in a foreign language must be accompanied with an English translation. See online Guidelines for accepted translators.