

## Guidance for Permanent Residence Application to reside permanently in the Cayman Islands (8+ years) – form R30

### ***Use this form:***

When you wish to apply to the Chief Immigration Officer / Cayman Status & Permanent Residency Board for Permanent Residence (8+ years)

### ***Submission requirements:***

In submitting this form you should enclose the following (where applicable):

- Cover Letter

A letter from you addressed to the “Chief Immigration Officer and Permanent Residency Board” in which you clearly explain why you wish to become a Permanent Resident. You must also state the occupation(s) in which you wish to be employed. This letter should also be used to give examples of your involvement in and contribution to the local community and provide any other information that you consider supports your application.
- Applications
  - All Applications and supporting forms to the application should be printed on regular size, plain, white paper and duly completed.
    - Coloured paper, stock card, letterhead, or parchment/transfer papers are all unacceptable.
  - All forms should be submitted in the correct format which includes the title pages and immigration logos.

Forms should be in the correct page number order and there should be no missing pages
- Fees

An applicant is required to pay a non-refundable administrative filing fee and an issue fee (based on annual earnings) when submitting the application. Also payable upon submission are the dependant fee(s) (if any), and the first year’s annual occupation fee of your primary occupation. If you select multiple occupations, the highest fee of those multiple occupations is applicable.
- Birth Certificate

A notarized/certified copy of your Birth Certificate and for any accompanying dependant(s) listed on the application.
- Contribution to the Community

You must provide proof of Community Service which must be evidenced by way of a letter from an executive member or head of the relevant organization, institution, or Caymanian confirming:

  - a) The nature of participation or contribution (financial, physical, personal or other)
  - b) Time period (i.e., weeks, months, or years) during which such participation occurred
  - c) Actual participation time (i.e., number of hours) on each occasion

d) Monetary amount or donation.

Such confirmation letter should be on letterhead and signed by an executive member of such organization.

In the case of sponsorship of a Caymanian – the letter should be accompanied by:

- a) A certified copy of such Caymanian's passport I.D. page or other valid form of identification,
- b) Proof that he/she is a Caymanian (e.g., copy of Acknowledgement/Continuation letter, status certificate, certified copy of birth certificate of student's and his/her Caymanian parent's birth certificate),
- c) Proof of enrolment and course details from the tertiary institution during the relevant period, including your receipt of payment.

- **Medical Questionnaire**

The Applicant must undertake a medical examination and submit a medical questionnaire on the prescribed form. The medical can be no more than three years old. The lab report (original) showing the HIV/VDRL test results must also be submitted. Note: the HIV/VDRL tests must have been taken within the six months preceding the permanent residence application.

Original medical questionnaires are also required for an accompanying spouse and any children over the age of eighteen.

Special circumstance for applicants from Dominican Republic, Haiti, Honduras, Jamaica, and Nicaragua:

- HIV/VDRL tests for applicants from these countries must conduct their tests in the Cayman Islands.
- For applicants, from these countries, who are not currently in the Cayman Islands, the submission of the application need not include the HIV/VDRL tests. For such applicants, the tests will be conducted In Cayman if the application has been provisionally approved.

- **Photographs**

One full face photograph (passport size) of the applicant and each dependant included on the application:

- The photograph must be in colour.
- Print name and date of birth on the back of the photograph.
- The photograph must be taken within the past 12 months.
- The photograph must show full face (shoulders and above), with no head covering.
- The photograph must have a white background.
- The photograph size should be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches).
- The photograph should be un-mounted.
- The photograph must be printed on normal photographic paper.

- If digital, the photograph resolution must be at least 800 dots per square inch.
- Blurred photographs will not be accepted.
- Stick-on labels will not be accepted.
- Proof of Identity  
Certified copy of passport photo and information page for Applicant, and accompanying dependants, if any, including spouse.
- Evidence of Marital Status  
Please provide certified copies of marriage and/or death certificates and divorce decree(s) where applicable if applicant and/or spouse was married before.
- Letter of Employment  
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 aggregate salary/income for the past 5 years.  
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 work for more than one employer, provide one letter from each employer.

If you are unemployed, state that in your cover memo.

- Bank References  
You must submit a reference letter from your bank or a banking institution showing the current balances of your accounts and confirmation of the annual average balance for a minimum of 5 years. Request the prescribed Immigration format for the purposes of submitting a permanent residence application
- Police Clearance Certificate  
Please provide a police clearance certificate from your home state or place of last residence for you and any accompanying dependant(s) who are over the age of eighteen that was issued within six months preceding the date of your application. This certificate must be signed by the issuing authority and must bear an embossed seal or rubber stamp.
- Dependants Birth Certificates  
Please provide a certified copy of spouse and any accompanying dependants birth certificates.
- Dependant Children  
Provide certified copies of birth certificates or adoption orders in respect of any dependant children under the age of eighteen.
- Dependant Information Form (R15)  
Form is to be fully completed and submitted together with copies of all necessary documents requested (i.e. lease agreements, utility bills etc.)

- **Proof of Legal Custody**  
Male Applicants wishing to add their children as dependants and who were not married to the birth mother must submit a Court Order from the 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 notarized and signed by the birth mother giving permission for child to reside with father, may be included in the application, but is not acceptable proof of legal custody.
- **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).
- **Caymanian Connection**  
Certified copy of relation's birth certificate showing relation to applicant and proof that such person is Caymanian. See Online Guidelines for definition of "Caymanian".
- **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 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 Caymanian child's birth must provide DNA test results.  
If you were married to mother at the time of child's birth then a certified copy of the marriage certificate must be provided together with proof that the mother is Caymanian.
- **Resume/ Curriculum Vitae**  
You must provide a copy of your resume/curriculum vitae which shows your previous employment history and lists your educational qualifications and/or technical skills.
- **Education/Professional Qualifications**  
Provide certified copies of highest academic degree(s), licences and professional qualifications. See Guidance notes for acceptable criteria.
- **Proof of Property Investment (if applicable)**  
Provide date stamped copy of Transfer of Land and Register of Land (not dated older than 3 months of date of submission of application). Provide a Facility or Commitment Letter from your Bank / 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.

Note: 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.

- 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 value and investment of/in shares (e.g., copy of signed relevant shareholders agreement(s) and stating your investment contribution (financial or otherwise) 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.
- Exemption Letter (if applicable)

Cuban nationals who were issued the relevant exemption by the Governor must provide a certified copy of same.
- Proof of Pension Plan

Provide your latest account statement(s) and a statement from your pension provider(s) detailing the value of the account from inception to date.
- Proof of Health Insurance

Please provide details and documentary evidence of sufficient health insurance coverage.
- Marriage Certificate

If you are married and you intend for your spouse to accompany you, a certified copy of your marriage certificate is required.
- History & Culture Test

After the submission and acceptance of your application you will be contacted and advised of a scheduled appointment date to take the Permanent Residence History & Culture Test. In the event you do not attend the scheduled date you will have thirty (30) days from that date in which to re-schedule. If you fail to re-schedule within the thirty (30) day period you will have lost the opportunity to take the test.

The questions on the History and Culture test have been taken from the following sources:

- *Founded Upon the Seas: A History of the Cayman Islands and Their People* (Michael Craton)
- *The Cayman Islands in Transition* (J.A. Bodden; Roy Bodden)
- *Caymanian Expressions: A Collection of Sayings and Expressions Used in the Cayman Islands* (Kevin M. Goring)
- *Foundation – the Arts and Culture of the Cayman Islands* Volumes 1-4 (available at the Cayman National Cultural Foundation)

- Media
- Community and Cultural Events

**Documents in a Foreign Language:** All certificates and documents (e.g., birth, marriage, death, divorce, police clearance) which are in a foreign language must be accompanied with an English translation from an approved translator. See separate Guidance Note on that topic.

### **Deductible Components**

Consideration will be given for the Applicant's character and health. Components of this category include:

- Criminal Convictions
- Health Issues
- Administrative Fines levied in relation to statutory offences
- Lack of a Reasonably Funded Pension Fund
- Mistreatment of Fellow Workers

Notes:

1. Points may be deducted if the Applicant has been convicted of an offence against the Laws of the Islands or under the laws of another country, the nature of which offence would, in the opinion of the Board or CIO, make the Applicant's continued presence in the Islands contrary to the public interest. The number of points deducted will be proportionate to the nature and severity of the offence.
2. Points will also be deducted if the Applicant is certified by a Health Officer to be suffering from a communicable disease that makes his/her continued residence in the Islands dangerous to the community or is mentally disordered or defective under the Mental Health Law.
3. Points will also be deducted if the Applicant has committed a statutory offence for which an administrative fine has been levied. The act of not adhering to the Laws of the Islands is reflective of the Applicant's character and the deduction points must be reasonable and proportionate in the circumstances.
4. Points will be deducted if it is proven the Applicant has mistreated fellow workers in the workplace, Caymanians or non-Caymanians.
5. The Board or CIO shall provide a full explanation in writing justifying any deduction made and show the number of points deducted was reasonable in the circumstances.

### ***Send the completed application to:***

The Chief Immigration Officer / the Secretary to the Cayman Status & Permanent Residency Board  
P.O. Box 1098  
Grand Cayman, KY1-1102  
CAYMAN ISLANDS

### ***What happens next?***



After the consideration of your application, a letter will be sent to you, notifying you of the CIO/Board's decision.

All holders of the Employments Rights Certificate are required to pay an annual fee on or before the anniversary date of the issue of the Certificate equivalent to the annual fee payable by a work permit holder in the same occupation. Additionally, an annual declaration form must be filed and submitted to the Department of Immigration yearly or whenever your work circumstances change.

The employer is not contractually or otherwise obligated to pay the annual fees and the holder of the Employments Rights Certificate is ultimately responsible for payment.

Under the Law an applicant is required to provide a complete application which has been defined as above. Failure to comply with the above could result in a *refusal of the application by the Board*.

If the application is refused you will have 28 days in which to file an appeal, if you so choose. You will be refunded the issue fee, annual work permit fee and dependant fees, if any.

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