



## **Cayman Status and Permanent Residency Guidance**

### COVER LETTERS

Letters should be addressed to the Secretary of the Caymanian Status & Permanent Residency Board, be typed or clearly printed stating the sender's/applicant's name, mailing address, contact numbers and be duly signed. \* Letters accompanying applications for either Residency or Caymanian status on the grounds of marriage must be signed by both applicant and spouse.

### COMPLAINT LETTERS

Letters should be addressed to the Secretary of the Caymanian Status & Permanent Residency Board, be typed or clearly printed stating the sender's name, mailing address, contact numbers and be duly signed. Unsigned and anonymous letters will not be considered by the Board. Letters should clearly reference the name of the person being written about. If possible, provide contact numbers and place of employment of the person.

### REFERENCE LETTERS

Letters should be addressed to the Secretary of the Caymanian Status & Permanent Residency Board, be typed or clearly printed stating the senders name, mailing address, contact numbers, be duly signed and accompanied by identification. Letters should clearly reference the applicant's name and include the length of time you have known the person and nature of the relationship (i.e. business, friendship etc.) in addition to any other relevant information you feel the Board should be aware of.

### EMPLOYMENT/JOB OFFER LETTERS

Letters should be addressed to the Secretary of the Caymanian Status & Permanent Residency Board, be typed or clearly printed stating the sender's name, mailing address, contact numbers and be duly signed. Letters should clearly reference the applicant's name, the relevant position should be clearly stated and include the monthly or annual salary and currency. A brief job description detailing the duties and responsibilities of the post should also be included.

## PHOTOGRAPHS

One full face photograph (passport size)

- a. Print name and date of birth on the back of the photograph.
- b. The photograph must be in colour and taken within the past 12 months, full face (shoulders and above), with no head covering.
- c. The photograph must have a white background.
- d. 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).
- e. The photograph should be unmounted and printed on normal photographic paper.
- f. The photograph resolution must be at least 800 dots per square inch. Blurred photographs will not be accepted.
- g. Stick-on labels will not be accepted.

## MEDICAL QUESTIONNAIRE

A **full** medical, where required, must be no more than 3 years old.

- a) Part 1 must be completed by the applicant
- b) Part 2 must be completed by their physician and should bear his/her signature and seal or stamp.
- c) The original lab report showing the HIV/VDRL test results must also be provided. The HIV/VDRL tests must be taken within the six months preceding your application. Note: HIV/VDRL lab reports are not acceptable from Jamaica, Haiti, Dominican Republic, Honduras and Nicaragua. Applicants or dependants from these regions will be required to re-take the HIV/VDRL tests once in the Cayman Islands.

## PROOF OF IDENTITY

Certified copy of Passport photo and data information page. Copy of driver's license is not acceptable.

Proof of Identity is required in respect of all referees and must accompany all reference letters. Caymanian referees are only required in respect of applicants who are applying for the right to be Caymanian. Applicants submitting applications for Permanent Residence or Residency and Employments Rights Certificates are not required to have Caymanian referees and other nationalities are accepted.

Caymanian referees who have "the right to be Caymanian" endorsement stamped in their passport must also have said page duly copied and attached to the data page in addition to being certified as well.

### MALE APPLICANTS REQUESTING DEPENDANTS

The following information must be submitted:-

- Proof of Legal Custody
  - a. Male applicants wishing to add their children as dependants and who were not married to the child's mother must submit a Court Order from country of origin of the child granting legal custody.
  - b. Male applicants who were married to the child's mother at the time of the child's birth must also submit proof of legal custody together with a certified copy of marriage certificate and subsequent divorce decree from mother.
  - c. Copy of death certificate if applicable.
  - d. A letter signed, or notarized and signed by the birth mother giving permission for child to reside with father is not acceptable.
- DNA
  - a. Male applicants who were not married to the child's mother at the time of the child's birth must obtain a DNA and submit the original results with the application. (DNA tests will be accepted from the Cayman Islands, the U.S.A. and the United Kingdom. Permission must be obtained from the Board prior to testing in any other jurisdiction.)

### CERTIFIED DOCUMENTS

All documents (i.e. birth certificates, marriage certificates, death certificates, diplomas, land register etc.). You may supply the original. If you supply copies they must be certified either by a Justice of the Peace or a Notary Public.

### FOREIGN LANGUAGE DOCUMENTS

All certificates and documents (i.e. birth, marriage, death, divorce, police clearance, educational qualifications, diplomas etc.) which are in a foreign language must be accompanied with an English translation. A certified copy of the original document must be accompanied by the certified English Translation. Photocopies of either document will not be accepted.

Recognized Translators in the Islands include:-

- Bernd Kleinworth - German, Italian, French, Portuguese, Spanish, Dutch
- Ninfa Arellano-Smith - Spanish
- Curtis and Methais Barnett - Spanish, French, German
- Patrick Bennett (Honduras) - Spanish



Please note that all translations completed by these individuals should bear their signature of the translation and not a general cover letter from the submitting agency or company.

#### POLICE CLEARANCE

Original signed and sealed certificate – less than 6 months old, from last place of residence.

#### **PROOF THAT A PERSON IS CAYMANIAN**

WHAT IS NOT ACCEPTED BY THE SECRETARIAT -

- A) Cayman Islands Voters Registration Card

#### CAYMAN ISLANDS PASSPORT

**\*Possession of a British Overseas Territories Citizen/Cayman Islands (BOTC/CI) Passport is not conclusive proof that the holder is Caymanian.**

When is a Cayman Islands passport evidence that a person is Caymanian?

- 1) If the holder has the appropriate endorsement stating that the bearer was granted Caymanian status or the right to be Caymanian;
- 2) If the holder was born in the Islands before March 27, 1977\* (in some instances additional evidence may be required such as proof that at least one parent was Caymanian)

When submitting a copy of a CI Passport as proof of Caymanian Status, please ensure that either:-

- (1) The photo page and the page on which the right to be Caymanian endorsement is stamped - is copied and contained on one page together and duly notarized or certified or;
- (2) Each page, if separately photocopied, must be duly notarized or certified.

*(We do not recommend that separate pages be stapled or otherwise affixed together so as to be one document. Due to our internal procedure of scanning all documents received – the pages will be separated during this process and when eventually processed by the Secretariat we will no longer be able to verify that the passport pages were submitted as one document and that the page on which the status stamp is endorsed – came from the same passport as the photo page)*



#### ADDITIONAL PROOF OF CAYMANIAN STATUS

1. Copy of Acknowledgement and Continuation of Caymanian Status letter issued by the Chief Immigration Officer;
2. Copy of right to be Caymanian or Caymanian Status certificate;
3. Persons who were born in the Islands after March 27, 1977 will need to submit a certified copy of their birth certificate and a certified copy of their Caymanian parent's birth certificate. If the Caymanian parent is the father then a certified copy of the parents' marriage certificate must be provided. If parents were not married at the time of your birth then DNA must be obtained to prove paternity; if the Caymanian parent was not born in the islands then proof of their Caymanian status is required.
4. Naturalisation certificate which clearly denotes at the bottom that the person was granted Caymanian status. (*\*usually found on older certificates issued in the early 1970's or 80's*)

***\*Persons holding themselves out to be Caymanians and which are determined not to be Caymanians by the Secretariat during the processing of an application will be contacted and advised accordingly and advised to regularize their immigration status as soon as possible.***

#### CAYMANIAN CONNECTIONS

If you are claiming a sibling (brother or sister) as your Caymanian connection and your mutual parent is NOT your mother, you must also submit a certified copy of your parent's marriage certificate evidencing that you and your sibling were born in wedlock. You are required to establish proof of paternity for which DNA may be required. DNA is required by persons who are trying to establish that they are siblings.