

# **Appendix A: Model Publication Scheme**

## **Department of Immigration Publication Scheme Produced in accordance with the Deputy Governor's Code of Practice**

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### **1. About the publication scheme**

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Immigration to making information available to the public as part of its normal business activities.

The Department of Immigration will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## 2. Information that may be withheld

The Department of Immigration will generally not publish:

- information in draft form;
- information that is not held by the Department of Immigration, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.
- information relating to law enforcement
- information affecting security, defence or international relations
- information that prejudice to effective conduct of public affairs
- information relating to personal information

For a detailed list of records that are exempt under the Freedom of Information Law, please see sections 15 – 27 of the FOI Law, 2007 which may be found at [www.foi.gov.ky](http://www.foi.gov.ky)

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### **3. Methods of access**

Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.immigration.gov.ky> . If you are still having trouble locating information listed under our scheme, please contact the FOI Manager Petula Twinn at 949-8344 or via email at [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky) or [foi.imm@gov.ky](mailto:foi.imm@gov.ky)

#### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.imm@gov.ky](mailto:foi.imm@gov.ky) or [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 949-8344 and ask for the Information Manager to request information.

#### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Petula Twinn

Information Manager

Department of Immigration

P.O. Box 1098

Grand Cayman, KY1-1102

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

#### Personal visits

In some cases you need to make an appointment to view information listed in the publication scheme. Please contact the Information Manager by phone on (345)949-8344 or via email at [foi.imm@gov.ky](mailto:foi.imm@gov.ky) or [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky)

### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at [foi.imm@gov.ky](mailto:foi.imm@gov.ky) or [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky)

The Department of Immigration will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department is legally required to translate any information, it will do so.

## **4. Fees and charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Immigration strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

### Postage costs

The Department will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department has received your payment.

## **5. Requests for information outside the publication scheme**

If you want to request information from the Department of Immigration, you should initially look at the [document library](#) and the [disclosure log](#) to see if the information you seek has already been published.

Information held by the Department that is not published under this scheme can be requested by submitting a Freedom of Information ('FOI') request.

If you wish to make a request for information then you should contact the [Information Manager](#) or [submit a request on-line](#) at the FOI Unit website. Please see "Section 3 – Methods of Access" for further information.

Requests must be in writing (letter, email or facsimile) and must include your name and address (either postal or e-mail). Please be as specific as possible about the information you

would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the Information Manager and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information are exempt please see the [FOI Unit website](#).

### **Fees associated with a Request for Information**

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, a requester may be required to pay copying or change of format fees. Details concerning costs and payment are contained in the FOI Regulations which are available on the [FOI Unit website](#).

### **6. Complaints**

The Department aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Petula Twinn at [foi.imm@gov.ky](mailto:foi.imm@gov.ky) or [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky) and we will try to resolve your complaint as quickly as possible.

For information about our internal complaints procedures please visit our website at [www.immigration.gov.ky](http://www.immigration.gov.ky)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,  
2<sup>nd</sup> Floor, Elizabethan Square, Building 1  
George Town, Grand Cayman

PO Box 10727,  
Grand Cayman  
Cayman Islands, KY1-1007

Telephone: +1 345 747 5402  
email: [appeals@ico.gov.ky](mailto:appeals@ico.gov.ky)

## **7. Categories of information**

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## **ABOUT US**

### **Ministry**

**The Department of Immigration operates under the Portfolio of Internal & External Affairs**

### **Deputy Chief Secretary//Chief Officer**

Franz Manderson, Cert. Hon., JP

### **Location**

3<sup>rd</sup> Floor, Government Administration Building,  
Elgin Avenue, George Town, Grand Cayman

### **Mailing Address**

Portfolio of Internal & External Affairs  
3<sup>rd</sup> Floor, Government Administration Building  
Grand Cayman, KY1-9000

### **Telephone**

(345) 244-3179

### **Fax**

(345) 946-5453

### **Website**

[www.pie.gov.ky](http://www.pie.gov.ky)

### **Name of public authority**

Immigration Department

### **Principal Officer**

Linda Evans

Chief Immigration Officer

Department of Immigration

P.O. Box 1098

Grand Cayman, KY1-1102

**Information Manager**

Petula Twinn  
Information Manager  
Department of Immigration  
P.O. Box 1098  
Grand Cayman, KY1-1102

[Petula.Twinn@gov.ky](mailto:Petula.Twinn@gov.ky) or [foi.imm@gov.ky](mailto:foi.imm@gov.ky)

**Information Manager Designate**

Regina Jackson  
Information Manager Designate  
Department of Immigration  
P.O. Box 1098  
Grand Cayman, KY1-1102

[Regina.Jackson@gov.ky](mailto:Regina.Jackson@gov.ky) or [foi.imm@gov.ky](mailto:foi.imm@gov.ky)

Freedom of Information website: [www.foi.gov.ky](http://www.foi.gov.ky)

**Organisation and functions**

The Immigration Department manages the growth of the country's population by regulating the flow of immigrants into the islands and carries out administrative processing of applications for persons seeking permanent residence, Caymanian status, the right to work in Cayman, or asylum.

Mailing Address:  
Department of Immigration  
P.O. Box 1098  
Grand Cayman  
KY1-1102

Telephone number:  
(345) 949-8344

Fax number:  
(345) 949-8344

Email address:  
[imweb@gov.ky](mailto:imweb@gov.ky)

Website: [www.immigration.gov.ky](http://www.immigration.gov.ky)

<b>Location and hours</b>	<b>Matters handled</b>
Main Office #94A Elgin Avenue George Town Grand Cayman 8:30 am – 4:00 pm (Mon – Fri)	All Grand Cayman Immigration matters, e.g. submission of applications, accounts, operations, administration.
Cayman Brac/Little Cayman Office District Administration Building, Stake Bay Cayman Brac 8:30 am – 4:00 pm Tel: (345) 948-2222 Fax: (345) 948-2337	All Cayman Brac/Little Cayman Immigration matters.
Cayman Center Location Cayman Center (Across from the Airport Post Office) Grand Cayman 8:30am – 4:00pm (Mon – Fri)	Work Permit, Cayman Status & Permanent Residence, Business Staffing, Temporary Work Permits, Appeals, Freedom of Information.
Cayman Islands Visa Office Island Air Building, Owen Roberts Drive George Town 8:30 am – 4:00 pm Tel: (345) 949-8344	Visa applications
Cayman Islands Visa Office – Jamaica Suite 2, Winchester Business Park 8:30am – 4:00 pm Tel: (876) 906-5336 or (876) 906-7866 Fax: (876) 929-1356 Email: <a href="mailto:caymanvisa2@cwjamaica.com">caymanvisa2@cwjamaica.com</a>	Visa Applications
Cayman Islands Visa Office – Honduras Edificio Carib Local No. 203 La Ceiba Atlantida, Honduras 8:30am – 2:30pm Tel: (504) 440-1015 Fax: (504) 443-0053 Email: <a href="mailto:caymanvisa@tevisat.net">caymanvisa@tevisat.net</a>	Visa Applications

## Boards and Committees

Copies of Board minutes may be requested by submitting a Freedom of Information request (See Section 5)

<b>Name</b>	<b>Meetings</b>
<b>Cayman Status &amp; Permanent Residency Board (CS&amp;PR)</b>  Mr Waide DaCosta                      Chairman Mr Adrian Briggs                      Deputy Chairman	The CS&PR Board meets twice weekly at the Department of Immigration. The meetings are not open to the public.

<p>Mrs Junilee Brooks                      Member [West Bay]</p> <p>Mr Edlin Myles                              Member [George Town]</p> <p>Mrs Sybil Jackson, Cert Hon, JP      Member [Sister Islands]</p> <p>Mr Churchill Solomon                      Member [Bodden Town]</p> <p>Mr Trent McCoy                              Member [North Side]</p> <p>Mr John McLean, Jr                          Member [East End]</p> <p>Mr Christopher Goddard                    Member</p> <p>Ms Judyann Frederick                      Member</p> <p>Ms Rachel Ann Ebanks                      Member</p> <p>The Chief Immigration Officer or Deputy      Member (non-voting)</p> <p>The Director of Boards &amp; Work Permits or Designate      Member (non-voting)</p> <p>Secretaries of the CSPR Board              Member (non voting)</p> <p>Assistant Secretary of the CSPR Board      Member (non voting)</p>	
<p><b>Work Permit Board</b></p> <p>Mr Lemuel Hurlston, CVO, MBE, JP      Chairman</p> <p>Ms Sara Dean Barnett                      Deputy Chairman</p> <p>Mr Jacob Wilroy Williams                    Member [West Bay]</p> <p>Ms Lavern Daykin                            Member [George Town]</p> <p>Mrs Sybil Jackson, Cert. Hon, JP          Member [Sister Islands]</p> <p>Mr Gary Berry                                  Member [Bodden Town]</p> <p>Mrs Alex Johnson                              Member [North Side]</p> <p>Mr McCarron Morris McLaughlin          Member [East End]</p> <p>Ms Dorothy Davis                              Member</p> <p>Ms Irma Arch                                    Member</p> <p>Mr Tyrone Welds                                Member</p> <p>The Chief Immigration Officer or Deputy      Member (non-voting)</p> <p>The Director of Boards &amp; Work              Member (non-</p>	<p>The Work Permit Board meets twice a week at the Department of Immigration. The meetings are not open to the public.</p>

Permits or Designate voting) The Director of Employment Relations Designate Member (non voting) Secretary of the Work Permit Board Member (non voting) Assistant Secretary of the Work Permit Board Member (non voting)	
<p><b>Immigration Board for Cayman Brac &amp; Little Cayman</b></p> Ms. Sybil L. Jackson, Cert. Hon, JP Chairman Mr. Temple Tatum Deputy Chairman Mr. Burnard Tibbetts, MBE Member Mr. Holroy Walton Member Mr. Franklin Bodden Member The Assistant Chief Immigration Officer Member (non-voting) Ms. Sherry Scott Secretary (non-voting)	
<p><b>Business Staffing Plan Board (BSP)</b></p> Mr. Danny Scott Chairman Mr. Winston Connolly Deputy Chairman Ms. Tammy Seymour Member Mr. David Gordon Member Mr. Christopher Saunders Member Ms. Donnette Goddard Member Mr. Ken Thompson Member Mrs. Jacqui Terry Member Mrs. Ellen Lazzari Member Mrs. Cora Grant-James Member Dr. Joseph Marzuca Member The Director of Employment Relations or Deputy Member (non-voting) The Chief Education Officer or Deputy Member (non-voting) The Chief Immigration Officer or Deputy Member (non-voting) The Director of Boards & Work Permits or Designate Member (non-voting) Secretary of the Business Staffing Plan Board Member (non-voting) Assistant Secretary of the Business Staffing Board Member (non-voting)	The Business Staffing Plan Board meets once a week at the Department of Immigration. The meetings are not open to the public.

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## **Frequently asked questions:**

Please visit our website at [www.immigration.gov.ky](http://www.immigration.gov.ky) for a list of frequently asked questions.

### **Student Visa FAQ's**

May I get a part-time job to supplement my income whilst I am studying in the Cayman Islands on a Student Visa?

The holder of a student visa may not engage in gainful occupation in the Islands other than unpaid student work undertaken in connection with his course of study.

May I be accompanied by my spouse and/or children whilst I am studying in the Cayman Islands on a Student Visa?

Yes, both your spouse and your children can accompany you to the Islands during your course of study. However, you will have to prove that you can financially support them.

Am I required to obtain health insurance to cover the period of my study in the Islands?

Health insurance is not required by Law, however we suggest that you ensure that you have adequate health insurance.

Do I have to apply for the student visa or will my school do it on my behalf?

You can apply directly to the Immigration Department once you have been accepted in a local educational institution.

May I travel to the Cayman Islands before the student visa application has been approved?

You should remain outside the islands until your student visa is approved.

If I discontinue my study for whatever reason, may I then apply for a work permit?

You may apply for a work permit after discontinuing your student visa, however we cannot guarantee that the work permit will be granted or the student visa reinstated.

If I am a national of a country that requires a visa to visit the Cayman Islands must I also obtain a visitors visa before travelling?

Once your student visa has been approved, you do not require a visitors visa. However, you must travel with evidence of the approval of your student visa.

### **Permanent Residence FAQ's**

How long do I have to live in the Islands to qualify for permanent residence?

You have to be legally and ordinarily resident for at least 8 years.

What is legal and ordinary residence?

Legal and ordinary residence is defined as:-

A persons 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.

What criteria will be used to determine my application for Permanent Residence?

The Caymanian Status and Permanent Residency Board will score your application in accordance with the [Points System](#) set out in the Immigration Regulations.

According to the Immigration Law I can only be granted work permits for seven years. How do I get to year eight?

Unless you were legally and ordinarily resident in the Islands for 5 years or more on the 1 January 2004, you will have to be designated as a Key Employee in order to reach year eight.

After reaching year eight, when must I submit my application for permanent residence?

After having been legally and ordinarily resident in the Islands for eight years you may apply for permanent residence at any time so long as you continue to be legally and ordinarily resident here or, if you have ceased to reside here, within ninety days of leaving.

What is my **final work permit**?

my **final work permit** means a work permit which at the time of its grant or renewal is stated to be the final work permit for a worker in accordance with his term limit or, where not so expressly stated, is the last work permit that can be granted or renewed in respect of a worker as a consequence thereof.

I have submitted my application for permanent residence and my work permit has now expired.

What must I do to keep working.

Your employer must pay all fees that would have been paid had you continued to be employed on a work permit. Once these fees have been paid, your passport will be endorsed to reflect that you are working by operation of law. This endorsement will be valid for one year or until the determination of your application for permanent residence.

What can I do if my application for Permanent Residence is refused?

You may submit an appeal against the decision to the Immigration Appeals Tribunal. If you do, you may continue to work pending the outcome of the appeal. If the appeal is unsuccessful you have the right to a final non-renewable one-year work permit with any employer. Alternatively, if you do not submit an appeal to the Immigration Appeals Tribunal you are still entitled to the final non-renewable one-year work permit. In either case, upon the expiry of this final work permit you will be required to leave the Islands for at least one year before you can hold any further work permits.

I have appealed against the refusal of my permanent residence application to the Immigration Appeals Tribunal. What should I do next?

You should bring the receipt from the Immigration Appeals Tribunal to the Immigration Department and you will be allowed to continue *Working by Operation of Law* until your

appeal is determined. Your employer may have to pay additional fees if your appeal is not heard within the period stamped in your passport.

While working by operation of law can I change employers?

Yes, but you must notify the Immigration Department in writing and your new employer will have to pay new *Working by Operation of Law* fees.

## **Term Limits – FAQ's**

What are Term Limits?

A persons' term limit is the maximum period for which work permits may be granted or renewed in their favour.

What is the maximum period a holder of a work permit may remain in the Islands?

The Term Limit of a person who is a Key Employee is nine years and the Term Limit for a person who is not a Key Employee is seven years.

How can I determine when my Term Limit started?

Your Term Limit starts on the date on which you first entered the Islands, if you first entered the Islands as a work permit holder; or the date on which your work permit was granted, if you first entered the Islands as a tourist visitor.

If I am a dependant of a government employee or a work permit holder and am granted a work permit, when will my Term Limit start?

Your Term Limit will start from the date you were first in the Islands as an approved dependant.

I have been working for the Cayman Islands Government and have never held a work permit before. If I am granted a work permit to work in the private sector, when will my Term Limit start?

Your Term Limit will commence on the date your work permit is approved.

I have been married to a Caymanian and recently divorced. When will my Term Limit start?

Your Term Limit will commence on the date your work permit is granted after your divorce.

What happens if I leave the Cayman Islands before my Term Limit expires? Can I come back and work at some later date?

If you leave the Islands for less than one year prior to the expiration of your Term Limit, upon your return to the Islands you may be granted a new work permit for the unexpired period of your Term Limit. But if you leave the Islands for more than one year, your Term Limit will start over upon your return and you may stay another seven years (or nine if you are made a key employee).

How long do I have to leave the Island for my Term Limit to start over?

Upon the expiry of your Term Limit you must leave the Islands for at least one year before you may be granted any further work permits. For example, if your work permit expires on 12 Jan 2007 and you leave the Islands on the 13 Jan 2007, you will be eligible for a new work permit on the 14 Jan 2008.

Will return visits to the Islands affect the period of time I must be absent from the Islands in order to have my Term Limit restarted.

No. You are free to return to the Islands as a visitor at any time.

## **Work Permits - Rights and Obligations of an Employer – FAQ's**

Who can I employ without a work permit?

Caymanians, holders of a Residency & Employment Rights Certificate, persons with Refugee status and persons granted permanent residence with the right to work.

Can I employ other persons for short periods without a work permit?

A person arriving in the Islands for the purpose of engaging in any of the activities listed below for a period not exceeding seven days is not required to obtain a work permit provided that only such activities are engaged in and no other activity is carried out that would otherwise require a work permit.

### **The activities referred to are-**

- a. attendance at meetings or trade fairs and making purchases from Cayman Islands businesses;
- b. attendance at conferences and seminars as an ordinary participant;
- c. the receiving of training, techniques and work practices employed in the Islands, where that training is confined to observation, familiarisation, and classroom instruction and only if the person is employed by a company or organisation carrying on business outside the Islands;
- d. being a representative of an overseas educational institution, to promote, or to interview applicants for places at, such institution;
- e. being a guest speaker at a conference or seminar where that event is a single or occasional event and not part of a commercial venture;
- f. the organising or supervising of a conference or seminar for up to seven days duration where it is a single or occasional event-
  - i. involving a specialist subject
  - ii. attracting a wide audience; and
  - iii. open to participants from outside the Islands;
- g. the participation in sporting events, or trials or auditions in connection with such events;
- h. the covering of a specific news assignment as a newspaper, magazine, radio or television journalist representing a recognised news organisation;
- i. working for short periods on behalf of or for a non-profit or cultural organisation based in the Islands;
- j. the giving of professional or expert testimony in court proceedings;
- k. working as a non-executive director of a business being carried on in the Islands where the person is not involved in the day to day operations in the Islands but is visiting in his capacity as a director only.

I intend to employ a non- Caymanian to work for short periods over the next 12 months. What type of work permit should I apply for?

Any person carrying on business in or from within the Islands who regularly throughout each year employs persons not legally and ordinarily resident in the Islands on a

temporary basis, may make a single application in each calendar year to the Chief Immigration Officer for the issue, in each calendar year, of one or more Business Visitors Permits. The application must state the maximum number of times that the business visitor will be visiting the Islands in the calendar year, their occupation and the maximum duration of their stay during each visit. Note: a Business Visitors Permit cannot be issued for more than fourteen days on any one visit.

I intend to employ a non-Caymanian to work between 1- 180 days. What type of work permit should I apply for?

The Immigration Law (2007 Revision) allows the Chief Immigration Officer to grant a Temporary Work Permit for a period up to 180 days.

Can I renew a Temporary Work Permit?

Temporary Work Permit issued for 180 days cannot be renewed or extended.

I have terminated the employment of a work permit holder and would like to delay informing the Immigration Department so that he can look for another job. Is this allowed?

The Immigration Regulations require an employer to inform the Chief Immigration Officer of the termination of employment of a work permit holder immediately. An employer who fails to comply with this requirement can be fined five thousand dollars.

Am I required to provide a letter of release to a work permit holder whose employment I have terminated?

No, but you may do so if you have no objection to the person seeking alternative employment.

Can I require a work permit holder to pay for their work permit?

No, it is an offence under the Immigration Law (2007 Revision) for an employer to seek or receive money or other compensation from a work permit holder in respect of his work permit fee.

Can I promote or re-designate a work permit holder without the approval of the Work Permit Board or Business Staffing Plan Board?

No, the Immigration Law (2007 Revision) requires you to first obtain the approval of the relevant Board before promoting or re-designating an employee.

## **STRATEGIC MANAGEMENT**

Administers the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

### **Governance**

#### **Laws**

[The Immigration Law \(2009 Revision\)](#)

[Immigration Regulations \(2009 Revision\)](#)

[Immigration \(Amendment\) \(No. 2\) Regulations, 2009 \(May 13\)](#)

[Freedom of Information Law, 2007](#)

[Freedom of Information Regulations, 2008](#)

Public Service Management Law

[The National Archive and Public Records Law, 2007](#)

Public Management and Finance Law (2005 Revision) and Regulations (2007 Revision)

**Unless otherwise indicated copies of the above laws may be purchased from the Legislative Assembly**

### **Corporate Management**

Annual Reports

Statistics

Audit Reports

Hurricane Plan

**Copies of the above may be requested by submitting a request under the Freedom of Information Law.**

## **FINANCE & ADMINISTRATION**

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies. Principal accounting policies are adopted and are prepared in accordance with International Public Accounting Standards.

### **Financial Management**

Annual Budget

[2009 – 2010 Budget](#)

Financial Statements

Monthly Cabinet invoices with statistics

List of current tenders, contracts or quotations recently awarded

Board Members allowances, attendance and expenses

**Copies of the above may be requested by submitting a request under the Freedom of Information Law.**

## **ADMINISTRATION**

[Job Vacancies](#)

Staff pay and grading structures

Training and Safety

Human Resources

Internal Memos

Personnel files for present & ex-employees

Panel Reports

Job Evaluations

Leave Reports

Personnel Audit Info

Monthly Payroll Reports

**Copies of the above may be requested by submitting a request under the Freedom of Information Law.**

## **POLICIES & PROCEDURES**

FOI Internal Guidelines policy and procedures

Internal Complaints Procedure

Cayman Status & Permanent Residency Board

Work Permit Board

Business Staffing Plan Board

Refusal of Leave to Land (Law & Procedure)

Policy on the implication of Administrative Fines

Policy on investigating Marriages of Convenience

**Copies of the above may be requested by submitting a request under the Freedom of Information Law.**

## **DECISIONS & RECOMMENDATIONS**

Board Meetings / Minutes of Meetings

**Copies of the above may be requested by submitting a request under the Freedom of Information Law.**

## **LISTS & REGISTERS**

FOI Disclosure Log

For further information on any of the above documents please contact the Information Manager at [foi.imm@gov.ky](mailto:foi.imm@gov.ky) or [petula.twinn@gov.ky](mailto:petula.twinn@gov.ky) or via telephone at (345) 949-8344.

## **OUR SERVICES**

The Department of Immigration manages the growth of the country's population by regulating the flow of immigrations into the islands and carries out administrative processing of applications for persons seeking Permanent Residence, Caymanian Status or asylum status.

### **Visas**

[Visa Application Form](#)

[Visitors Extension Form](#)

[Student Visa Application Form](#)

### **Residence**

[Right to be Caymanian Application Form](#)

[Permanent Residence Application Form](#)

[Residency Certificate for People of Independent Means Application Form](#)

[Residency Certificate for People of Independent Means Checklist](#)

[Permission to Reside in the Cayman Islands as a Dependant of a Caymanian](#)

[Residency with Employment Rights Application Form](#)

[Dependant of Caymanian – Affidavit](#)

[Residency with Employment Rights – Affidavit](#)

[Right to be Caymanian through Marriage - Affidavit](#)

### **Work Permit Board**

[Grand Cayman Grant Form](#)

[Grand Cayman Renewal Form](#)

### **Cayman Brac & Little Cayman Immigration Board**

[Cayman Brac/Little Cayman Grant Form](#)

[Cayman Brac/Little Cayman Renewal Form](#)

[Form A – Construction, Gardening/Landscaping and Janitorial Businesses](#)

### **Business Staffing Board**

[Grant Form](#)

[Renewal Form](#)

[Business Staffing Plan – Submission Form](#)

[Form A – Construction, Gardening/Landscaping and Janitorial Businesses](#)

### **Business Visitor Permits**

[Business Visitor Permit Form](#)

[Business Visitor Permit Checklist](#)

### **Temporary Work Permits**

[Temporary Permit Application Form](#)

[Form A – Construction, Gardening/Landscaping and Janitorial Businesses](#)

[Application Form for Temporary Work Permit \(Seasonal Worker\)](#)

**Amending Work Permits**

[Amending Dependants Form](#)

[Amending Employer Form](#)

[Amending Commencement Date Form](#)

**Miscellaneous**

[Medical Questionnaire](#)

[Application for Access to Immigration Online](#)

[Work Permit Payment Log](#)

[Accommodation Form](#)

