

Guidance for Form AMD2

Use this form:

When you wish to apply for an Amendment to a valid Work Permit to add Dependent(s)

Submission requirements:

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

To add a dependant to a valid work permit:

- if the dependant is the applicant's spouse:
 - ◦ certified copy of marriage certificate
 - ◦ completed medical questionnaire, including HIV/VDRL test results
 - ◦ certified police clearance certificate.
 - ◦ a job letter from the employer indicating the number of hours per week that they are required to work and their monthly income
 - ◦ Please note that the Board or the Chief immigration Officer reserves the right to request proof of salary for the last six months in the form of cleared cheques and/or pension statements to confirm that the employee can financially support his/her dependents.

- if the dependant is a child under the age of eighteen:
 - ◦ child's birth certificate
 - ◦ if the child is of school age, a letter from a private school confirming acceptance/attendance

- if the father is unmarried and is applying to have a child added as a dependant:
 - ◦ proof of legal custody and care of the child
 - ◦ statement as to the whereabouts of the child's mother
 - ◦ child's birth certificate
 - ◦ letter from father's employer stating the father's salary and benefits.

To remove a dependant from a valid work permit:

- completed application form together with cover letter stating reasons for removing dependant

Send the completed application to:

The Secretary of the Work Permit Board
P.O Box 1098
Grand Cayman, KY1-1102
CAYMAN ISLANDS

or

The Secretary of the Business Staffing Plan Board
P.O Box 1098
Grand Cayman, KY1-1102
CAYMAN ISLANDS

or

The Secretary of the Cayman Brac and Little Cayman Immigration Board
PO Box 240
Cayman Brac, KY2-2101
CAYMAN ISLANDS

as appropriate.

What happens next?

If the amendment is approved, a letter will be sent to you notifying you of the decision and setting out the terms and conditions upon which you may work.

If the amendment is refused, there is a right of appeal to the Immigration Appeals Tribunal. The appeal in the case of dependents refusal does not carry any rights for the person to remain on island while the appeal is pending.

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 by the relevant Board.