

Guidance for Form W3 – Work Permit Renewal - Work Permit Board

Use this form:

When you wish to apply for the renewal of a work permit by the Work Permit Board for working in Grand Cayman, or Cayman Brac & Little Cayman

Submission requirements:

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

- Applications
 - All Applications and supporting forms to the application should be printed on regular size, plain, white paper
 - Coloured paper, stock card, letterhead, or parchment/transfer paper 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

- Police Clearance Certificate

A certified and signed police clearance certificate with respect to the employee and their dependent spouse, if applicable, from their home district or last place of residence and issued within six months preceding the date of application.

- Fees

At the time of submitting your application, the following fees must be paid:

 - non-refundable administrative filing fee
 - work permit grant fee for the appropriate employment category
 - dependant fee
 - repatriation fee for prospective employee and each dependant, if any

- Photographs

One full face photograph (passport size)

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

- Cover Letter

The employer must provide a letter addressed to the Secretary of the Work Permit Board setting out the reasons for continuing to need to employ the employee and providing any other information that might assist the Board in reaching its decision.

- Medical Questionnaire

Unless the employee has submitted a medical questionnaire in the three years immediately preceding your application for the renewal of a work permit, one must now be provided. Part 1 must be completed by the employee; Part 2 must be completed by their physician and should bear his/her signature and seal or stamp. 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 for the renewal of a work permit.

Note: Prospective workers from the following regions will be required to re-take the HIV/VDRL tests once in the Cayman Islands: Jamaica, Haiti, Dominican Republic, Honduras and Nicaragua.

- Advertisements

Before submitting an application for the renewal of a work permit the employer must, unless exempted to do so by the Governor or the Board, advertise the position in a local newspaper to ascertain the availability of a Caymanian, the spouse of a Caymanian, the holder of a Residency & Employment Rights Certificate or a person already legally and ordinarily resident in the Islands. The advertisement must appear in a local newspaper for at least two issues for two consecutive weeks. All responses received from persons in these categories must be forwarded to the Board with the work permit application along with copies of their CVs. A copy of each

advertisement (*showing the date*) must also be provided. Advertisements are valid for **3 months** from this date. A base salary or a salary range must be stated in the advertisement along with the benefits being offered. It should be noted that the Board has no power to consider a work permit renewal application unless and until this requirement concerning advertising the position has been complied with.

Advertising is not required if the employee is to be employed as:

- a labourer (including carpenter's helpers and mason's helpers)
- a farm worker
- a janitorial worker
- a gardener/landscaper
- a domestic helper
- a handyman
- a food and beverage server (full-time only: positions for part-time servers must be advertised) or;

is otherwise exempted by prior approval from the Work Permit Board under Regulation 4(2) of the Immigration Regulations (2012 Revision).

The advertisement must contain the following information:

- a full and accurate description of the job to be filled;
 - a full and accurate description of the qualifications the employer considers are necessary for carrying out the job and the reason for requiring those qualifications;
 - the number of years' experience required; and
 - the name and address of the employer or agency.
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- Birth/Marriage Certificates
Where a spouse or a child has been included on the work permit application form, the relationship to the employee must be proved by submitting marriage/ birth certificates as appropriate

- Pension Plan Requirements

Persons working in the Islands for more than 9 months must have a pension plan in accordance with the National Pensions Law (2012 Revision). Regardless if an employee switches employers after a year, the 9 month period does not start over because of a new employer.

According to the National Pensions Law (2012 Revision), Section 25:

- (1) Subject to subsection (2), all employees between 18 and 60 shall be members of a pension plan.
- (2) A plan is not required for employees who do not have Caymanian status or are not permanent residents and who -
 - a. Have been working in the Islands for a continuous period of 9 months or less; or
 - b. Are employed to do housework in private residences (Domestics only, but does not include Nannies)
- (3) All self-employed persons must be covered
- (4) If you have more than one employer, all must contribute to a plan.

- English language requirements

If the employee is not a national of an English-speaking country the Board will request an English Test upon the approval of a renewal if they have noted one has not been required in the past, or if they receive information that suggests that the applicant is not versed in the English language. In which case, the employee may be required to come to the Department of Immigration Headquarters to take an English test. If they are found not to possess a sufficient knowledge of the English language, they may have their permission to remain or work permit revoked.

- English Language Translations

A notarized English translation is required for all documents where the originals are presented in a foreign language.

Additional Supporting Documentation for employees in certain employment sectors/positions

We require additional information and documentation for employees in certain employment sectors or positions:

- Hospitality Industry

If the employee is to be employed as a diver, a copy of their PADI/NAUI certification must be provided.

- Professional/Managerial Positions

Notarised copies of the employee's professional qualifications must be provided.

- In the case of health practitioners/nurses etc., please provide a certified copy of their license to practice by the Health Practitioners Board
- In the case of acupuncturists/chiropractors etc, please provide a certified copy of their licence to practice by the Council of Professions allied with Medicine (CPAM)
- In the case of teachers, please provide a certified copy of their licensing from the Educational Council
- In the case of professionals within the financial services industry whose positions are regulated by the Cayman Islands Monetary Authority (CIMA), please provide proof of such from the CIMA.

- Skilled/Supervisory Positions

Please provide notarised copies of the employee's qualifications and details of the skills they possess that are relevant and required for the position for which they are being employed.

- Construction Industry

Please provide copies of signed contracts. In addition, building permits for all on-going construction projects and those to be undertaken may be submitted to supplement the application (if available).

- Plumbers: Please provide a copy of the employee's current license from the Water Authority authorising them to operate as a plumber.

- Electrical Engineer/Master Electrician/Electrician/Wireman/Lineman: Please provide a copy of the employee's current licence from the Electrical Licensing Board authorising them to operate in the designated occupation. The employer must also provide the ratio of electricians to electrical helpers employed within the company.

- Janitorial & Gardening Services
Please provide copies of signed contracts/agreements for provision of gardening or janitorial services that are in operation at the time of application or are to be undertaken. Alternatively, please complete Form A, listing the clients and contact details of persons to whom you provide service.

- Farmers
Please provide notarised copy of certification from the Department of Agriculture recognising the employer as a bona fide farmer

- Drivers
Please provide a notarised copy of the employee's license from the Public Transport Board for the appropriate category of vehicle.

- Domestic/Nanny/Caregiver
Where the prospective employee is to care for the elderly or infirm, a supporting letter from a medical doctor should be provided which gives details of their medical condition. Where caring for a child/children the birth certificates of the child/children being cared for must be provided, unless these documents were previously provided.
Provide Proof of Employment via an Employment/Job letter stating occupation and salary.
If Self Employed, provide an Employment Letter stating occupation and salary, together with a copy of current Trade and Business License and proof of pay, for example an original pay slip or bank statements.

Send the completed application to:

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

OR

The Secretary to the Cayman Brac and Little Cayman Board
P.O. Box 240
Cayman Brac, KY2-2101
CAYMAN ISLANDS

What happens next?

If the application 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.

Provided that the renewal application was submitted prior to the expiry of the existing work permit the worker may continue to work until the outcome of the renewal application, or, if it was refused, the outcome of any subsequent appeal to the Immigration Appeals Tribunal.

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 Board.

➤ Revised 26 January, 2017