



Instructions to make an Electronic Submission: Caymanian Status &/or Permanent Residence Transactions

Note: The following instructions are provided as a guide to carrying out electronic submissions for Caymanian Status and Permanent Residence applications with WORC.

If you have questions regarding the process, contact Customer Care:

Email: WORC@gov.ky | **Phone:** 945-9672 | **WhatsApp or text:** 925-7199



1. Complete relevant application form for the facility being applied for:
 - Permanent Residence Application
 - Permission To Continue Working (PCW)
 - Residence and Employment Rights Certificate - Spouse of a Caymanian
 - Annual Fees

2. Review fee schedule for relevant fee:

<https://www.worc.ky/images/FeesScheduleImmigrationRegulations2019Revision.pdf>

3. Make payment using [Electronic Funds Transfer \(EFT\)](#) or through the WORC payment portal using a [Debit or Credit Card](#)

4. Submit application, EFT confirmation page or Card Payment Receipt and relevant supporting documentation to:

WORC-CSPRsubmissions@gov.ky

Subject Line: Applicant's Name – Applicant's File Number
e.g. John Doe - 1234567

Guidance Notes:

- KYD to USD conversion is at \$0.82
- File format should be in Portable Document Format (PDF) only
- If scanning, files must be a minimum of 300 Dots Per Inch (DPI)
- All documents containing photographs, graphics and text, especially handwritten ones, must be clear and legible.
- Cropped, tilted, skewed, distorted and/or incomplete documents will not be accepted
- Facsimiles are not acceptable.
- Forms should be in the correct page number order and there must be no missing pages.
- Documents submitted that are determined as unacceptable and requested for a re-scanned submission will result in a delay of processing.
- The application and all supporting documents must be scanned as regular size, plain, white paper and duly completed.



- The following are unacceptable: coloured paper, card stock, letterhead, parchment, or transfer paper.

- Fees
 - Payments can be made via one of the following methods:
 - [Electronic Funds Transfer \(EFT\)](#)
 - [Debit or Credit Card Payment](#)
 - At the time of submitting your application, the following fees must be paid:
 - Non-refundable administrative filing fee of CI\$1,000
 - Issue fee based on applicant's income as outlined. [Click here](#) for Fees Schedule

- Any enquiries regarding this process should be sent to WORC@gov.ky

Reminder

Customers are reminded to include a copy of the EFT/internal account transfer confirmation or Card Payment Receipt with your application when submitting to WORC-CSPRSubmissions@gov.ky.