



# Instructions to make an Electronic Submission: Permanent Residency Transactions

**Note:** The following instructions are provided as a guide to carrying out electronic submissions for work permit transactions with WORC.

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

**Email:** [WORC@gov.ky](mailto:WORC@gov.ky) | **Phone:** 945-9672 | **Toll Free:** 1-800-534-9672



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

1. Review fee schedule for relevant fee associated with the work permit facility being applied for:

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

2. Make payment via the JobsCayman portal using a debit or credit card.

[Click here](#) for online payment instructions

3. Submit application, online payment receipts and relevant supporting documentation to:

4. [WORC-CSPRsubmissions@gov.ky](mailto: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 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**
  - All application submissions must include online payment receipts. No application will be processed unless the online payment receipts have been received
  - 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](mailto:WORC@gov.ky)

**Reminder**

*Customers are reminded to include the online payment receipts with your application.*