



# Instructions to make an Electronic Submission: Work Permit 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 | **WhatsApp or text:** 925-7199



1. Complete relevant application form for the work permit facility being applied for:
  - Temporary Work Permits (which will be issued for 3 months)
  - Temporary Work Permit Extensions (which will be issued for 3 months)
  - Renewal of Annual Work Permits
  - Work Permit Amendment
  - Permission To Continue Working (PCW)
  - Work Permit Grants
2. Review fee schedule for relevant fee associated with the work permit facility being applied for  
<https://www.worc.ky/images/FeesScheduleImmigrationRegulations2019Revision.pdf>
3. Make payment via the JobsCayman portal using a debit or credit card.  
[Click here](#) for online payment Instructions
4. Submit application, online payment receipts and relevant supporting documentation to: [WORCpermitsubmissions@gov.ky](mailto:WORCpermitsubmissions@gov.ky)

**Subject Line: Employee's Name – Employee's File Number**  
**e.g. John Doe –123456**

**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
    - Work permit fee for the appropriate employment category. [Click here](#) for Fees Schedule.
    - Dependant fee (if applicable)
    - Repatriation fee for prospective employee and each spouse/dependant, if any
- Any enquiries regarding this process should be sent to [WORC@gov.ky](mailto:WORC@gov.ky)

**Reminder**

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