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**TURKS AND CAICOS ISLANDS
IMMIGRATION REGULATIONS**

(Legal Notice 28 of 2016)

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TURKS AND CAICOS ISLANDS
IMMIGRATION REGULATIONS

(Legal Notice 28 of 2016)

MADE by the Acting Governor under section 111 of the Immigration Ordinance 2015.

PART I

PRELIMINARY

Citation and commencement

1. These Regulations may be cited as the Immigration Regulations 2016 and shall come into operation on 1 April 2016.

Interpretation

2. In these Regulations—

“appropriate authority” means—

- (a) in relation to a Residence Permit or a Home Owner’s Permit, a reference to the Director;
- (b) in relation to a Work Permit, except a Freelancer’s work permit and temporary work permit, a reference to the Board; and
- (c) in relation to a Freelancer’s work permit and temporary work permit, a reference to the Commissioner;

“certificate” means a Permanent Residence Certificate issued by the Governor under the Ordinance;

“date of application” means the date that the prescribed fee is paid to the Government for the product or services requested;

“designated approved public sector project” means a project declared as such by the Governor from time to time under regulation 18, from the list of public sector projects in the Islands;

“distressed property” means—

- (a) any real property which the owner intends to convert to a home for himself and his dependants that is substantially incomplete or is damaged or in a poor physical condition, the renovations of which require an investment of not less than the sum specified in regulation 13(2) (f) (i) and (ii) as the case may be; or
- (b) any other real property as the Governor may designate as distressed; and

“permit” means a permit issued by the appropriate authority under the Ordinance.

PART II
CONTROL OF ENTRY

Duty to give notice of arrival of ship or aircraft

3. (1) It shall be the duty of the local agent or representative of every ship or aircraft arriving in the Islands to give notice, of not less than twenty-four hours of the arrival of the ship, and of not less than one hour of the arrival of the aircraft to the Director, and, if so required, to furnish such particulars as he may then have in his possession regarding the passengers and crew on board such ship or aircraft.

(2) A person who, without reasonable excuse, fails to comply with subregulation (1) or with any requirement duly given under that subregulation, commits an offence and is liable on summary conviction to a fine of \$1,500 for each person of whom he fails to furnish information on.

Inward passenger and crew manifest

4. (1) The master of every ship or the commander of an aircraft in the Islands and, if so required by an immigration officer, the local agent or representative of the ship or aircraft, must, not later than thirty minutes before the arrival of the ship or aircraft, deliver to an immigration officer, a list showing separately—

- (a) the names and particulars of the passengers on board and of the passengers whose journey by that ship or aircraft is to be completed in the Islands or who are in-transit;
- (b) the names and particulars of the members of the crew;
- (c) in the case of a person who is required to have a visa as a condition of being given leave to enter, the details of the visa; and
- (d) the names and particulars of any other person (including persons rescued at sea and stowaways) on board the ship or aircraft.

(2) A passenger or crew member must not enter the Islands until the information required under subregulation (1) has been delivered to an immigration officer.

(3) An immigration officer may, before a list is duly delivered, allow a person on board a ship or aircraft to enter the Islands without prejudice to any other provision of these Regulations.

(4) A list to be provided under subregulation (1) shall be—

- (a) in electronic form; or
- (b) if specifically requested, in hard copy.

(5) A person who fails to comply with any requirement duly given under subregulation (1) commits an offence and is liable on summary conviction to a fine of \$1,500 for each person of whom he fails to furnish information on.

Control of entry from ships or aircraft

5. (1) It is an offence for the master of a ship or commander of an aircraft to cause or allow a passenger, or member of the crew, or other person

on board the ship or aircraft, to enter the Islands before permission to enter has been given by an immigration officer.

(2) A person convicted of an offence under subregulation (1) is liable on summary conviction to a fine of \$1,500 for each person of whom he causes or allows to enter the Islands.

(3) It shall be a defence for a person charged with an offence under subregulation (1) to prove that the entry took place in an emergency, and was, at the earliest time practicable, notified to an immigration officer.

Carrier's liability for persons without proper documents

6. (1) This regulation applies if an individual requiring leave to enter the Islands arrives in the Islands by ship or aircraft and, on being required to do so by an immigration officer, fails to produce—

(a) an immigration document which is in force and which satisfactorily establishes his identity and his nationality or citizenship; and

(b) if the individual requires a visa, a visa of the required type.

(2) The Director shall fine the owner of the ship or aircraft, in respect of the individual under subregulation (1), the sum of \$3,000.

(3) The fine under subregulation (2) shall be payable to the Government.

(4) A fine shall not be payable in respect of an individual who is shown by the owner to have produced the required document or documents to the owner or his employee or agent when embarking on the ship or aircraft for the voyage or flight to the Islands.

(5) For the purposes of subregulation (4), an owner shall be entitled to regard a document as—

(a) being what it purports to be unless its falsity is reasonably apparent; and

(b) relating to the individual producing it unless it is reasonably apparent that it does not relate to him.

(6) For the purposes of this regulation, an individual requires a visa if in terms of regulation 9 he requires a visa for entry into the Islands.

(7) In this regulation “immigration document” means—

(a) a passport; or

(b) a document which relates to a national of a country other than the Islands and which is designed to serve the same purpose as a passport.

Entry and departure card

7. (1) Every person arriving in or departing from the Islands shall complete and submit to an immigration officer, an entry and departure card in the Form set out in Schedule 1, and shall submit one copy on arrival to an immigration officer and shall retain the other copy until immediately before his departure from the Islands when he shall submit it to a person authorised by the Director to accept the card.

(2) It shall be the duty of the owner of the ship or aircraft in or from which a person embarks or disembarks, to provide such person at such owner's expense with the entry and departure card.

(3) Notwithstanding subregulation (1), an Islander departing from the Islands shall not complete and submit a departure card.

(4) A person who in completing the entry and departure card knowingly makes a false statement or representation, commits an offence and is liable on summary conviction to a fine of \$2,000 or to a term of imprisonment of six months, or to both.

Duty of persons arriving or departing to produce passports, etc.

8. (1) A person intending to enter or, as the case may be, depart from the Islands shall, if required to do so by an immigration officer, produce for inspection—

- (a) a passport, visa, or document evidencing nationality or identity, or a document evidencing permission to enter any country, in his possession; or
- (b) a ticket, or some other means of travelling to some other country which he will be able to enter, in his possession.

(2) A person who fails to comply with any requirement under subregulation (1) commits an offence and is liable on summary conviction to a fine of \$500.

Entry clearance

9. (1) Except for the nationals of the countries and territories specified in Schedule 2, all other foreign nationals and stateless persons shall produce to an immigration officer a passport endorsed with an entry clearance which shall take the form of a Turks and Caicos Islands visa, issued for the purpose for which they seek entry, and shall be refused leave to enter if they have no such current visa:

Provided that—

- (a) nationals of countries and territories not specified in Schedule 2 who hold a valid Work or Residence Permit may be granted leave to enter the Islands without a Turks and Caicos Islands visa; or
 - (b) nationals of countries and territories not specified in Schedule 2 who are lawful residents of the United Kingdom, United States of America or Canada, or who are holders of a valid visa permitting their travel to any of these three countries, may be granted leave to enter the Islands without a Turks and Caicos Islands visa.
- (2) An application for a visa shall be made from outside the Islands—
- (a) to the nearest British High Commission, Embassy or Consulate;
 - (b) to the Director of Immigration, Grand Turk; or
 - (c) to the Turks and Caicos Islands representative at the Turks and Caicos Islands office in London, England, or New York, United States of America.

(3) An application for a Turks and Caicos Islands visa shall be made in the form to be determined by the Director and shall be accompanied by a non-refundable application fee and the applicable fee specified in Schedule 7.

(4) On the issue of a Turks and Caicos Islands visa, a visa bond in writing shall be made for the duration of the stay of a person in the Islands, in such form as may be determined by the Director, which may include a cash bond specified in Schedule 7, to be paid in such manner and at such time as the Director may determine.

(5) Where a person fails to leave the Islands at the end of the period he has been given leave to enter, the Director shall take the necessary steps to enforce the visa bond.

Outward passenger and crew manifest

10. (1) The local representative of every ship or aircraft departing from the Islands must, not later than thirty minutes before the scheduled (or, if earlier, actual) departure time of the ship or aircraft, furnish to the Director, a list showing separately—

- (a) the names and particulars of the passengers on board the ship or aircraft;
- (b) the number of passengers on board the ship or aircraft;
- (c) the names and particulars of the members of the crew of the ship or aircraft; and
- (d) the names and particulars of any other person on board the ship or aircraft.

(2) A list to be provided under subregulation (1) must be—

- (a) in electronic form; or
- (b) if specifically requested, in hard copy.

(3) A person who fails to comply with any requirement duly made under subregulation (1) commits an offence and is liable on summary conviction to a fine of \$1,500 for each person of whom he fails to furnish information on.

Duty to report failure of persons to continue journey

11. (1) Where a ship or aircraft arrives in the Islands from a place outside, carrying a person whose destination is outside the Islands but who fails to continue his journey in the ship or aircraft in circumstances which raise a reasonable presumption that the person has remained in the Islands, the person in charge of the ship or aircraft or the agent thereof shall, as soon as practicable, notify an immigration officer of the failure of such person to continue the journey.

(2) A person in charge of a ship or aircraft, or an agent, who wilfully fails, or without reasonable excuse neglects, to notify an immigration officer of the failure of a person to continue a journey as required by subregulation (1), commits an offence and is liable on summary conviction to a fine of \$1,000.

PART III

PERMANENT RESIDENTS

Application for Permanent Residence Certificate

12. (1) An application for a Permanent Residence Certificate may be made by or on behalf of an applicant to the Governor in Form 1 set out in Schedule 3.

(2) An application form shall be accompanied by—

- (a) a non-refundable administrative fee specified in Schedule 7;
- (b) the applicable fee specified in Schedule 7;
- (c) two recent passport-sized photographs of the applicant;
- (d) evidence of the applicant's good character;
- (e) evidence of the applicant's good health; and
- (f) evidence of the applicant's sound knowledge of the English language and of the Islands.

(3) The applicable fee paid in terms of regulation (2)(b) shall be refundable if the application is not successful, except for \$1,000 which shall be a non-refundable fee.

Requirements for issue of Permanent Residence Certificate

13. (1) The requirements for the application of the issue of a Permanent Residence Certificate under section 14(1)(b) of the Ordinance are—

- (a) the requirements specified in subregulation (2);
- (b) that the applicant is of good character;
- (c) that the applicant is in good health;
- (d) that the applicant has sound knowledge of the English language and of the Islands;
- (e) that the applicant's intentions are such that, in the event of a certificate being issued to him, his home or (if he has more than one) his principal home will be in the Islands; and
- (f) that the applicant is capable of supporting himself and his dependants in the Islands.

(2) The requirements referred to in subregulation (1)(a) are—

- (a) that the applicant has been resident in the Islands for a period of not less than ten consecutive years and one of the following conditions is satisfied—
 - (i) that the applicant has held a Work Permit for a period of not less than ten consecutive years ending with the date of application;
 - (ii) that the applicant has been within the class of persons specified in section 7(1) of the Ordinance for a period of not less than ten consecutive years; or
 - (iii) that the applicant has held a Residence Permit for a period of not less than ten consecutive years;

- (b) that the applicant—
 - (i) entered the Islands before the age of seven years;
 - (ii) has completed his primary education and secondary education in the Islands; and
 - (iii) is below the age of twenty-one years on the date of application;
- (c) that the applicant has attained the age of eighteen years having been named for not less than five years as a dependant child in an endorsement of a Permanent Residence Certificate, and—
 - (i) is of good character;
 - (ii) intends to make his home in the Islands; and
 - (iii) at the date of the application has not attained the age of twenty-five years;
- (d) that the applicant has attained the age of eighteen years having been named for not less than ten years as a dependant child in an endorsement of a Work Permit and—
 - (i) is of good character; and
 - (ii) intends to make his home in the Islands;
- (e) that the applicant was married for a period of not less than five years to an Islander who has died;
- (f) having been given an undertaking by the Governor pursuant to regulation 17, he has invested—
 - (i) not less than \$300,000 in the actual construction, purchase or renovation of a distressed property as a home for himself and his dependants in the island of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos; or
 - (ii) not less than \$1,000,000, in the actual construction, purchase or renovation of a distressed property as a home for himself and his dependants in any of the islands, other than the island of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos; and
 - (iii) does not seek to engage in any gainful occupation without a Work Permit;
- (g) having been given an undertaking by the Governor pursuant to regulation 17, he has invested—
 - (i) not less than \$750,000 in a business or enterprise in the island of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos, which business or enterprise generates employment for persons in the Islands, of which not less than 60% of its employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case); or
 - (ii) not less than \$1,500,000 in a business or enterprise in any of the islands other than the island of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos, which business or enterprise generates employment for persons

in the Islands of which not less than 60% of its employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case); and

- (iii) does not seek to engage in any gainful occupation other than in such business or enterprise;
- (h) having been given an undertaking by the Governor pursuant to regulation 18, he has contributed not less than \$1,000,000 in a designated approved public sector project in the Islands;
- (i) that the applicant—
 - (i) is the great grandchild of a person who was born in the Islands and who at the time of the applicant's birth had, or had he still been alive, would have had, Islander status;
 - (ii) has no criminal convictions; and
 - (iii) has been lawfully resident in the Islands for not less than three years; or
- (j) that the applicant has a child who is an Islander by virtue of birth or descent, and the following conditions are satisfied—
 - (i) the child has lived in the Islands for a period of not less than ten years;
 - (ii) the applicant has lived in the Islands for a period of not less than fifteen years;
 - (iii) the applicant has invested not less than \$250,000 in a home or business in the Islands; and
 - (iv) the applicant has no criminal convictions; and
- (k) that the applicant—
 - (i) has invested an amount of not less than \$1,000,000 in a home or business in the Islands; and
 - (ii) has no criminal convictions.

(3) Subregulations (1)(c) and (d) do not apply in the case of an applicant who satisfies the requirements of subregulations (2)(b), (c), (d), (i) or (j).

(4) Regulation 12(2)(f) and subregulation (1)(f) do not apply to an applicant who satisfies the requirements of subregulations (2)(f), (g), (h) or (k).

Permanent Residence Certificate

14. A Permanent Residence Certificate shall be in Form 2 set out in Schedule 3.

Permanent Resident Identification Card

15. There shall be issued to every permanent resident a Permanent Resident Identification Card which shall be in Form 3 set out in Schedule 3.

Endorsement of Permanent Residence Certificate

16. (1) A Permanent Residence Certificate issued to an applicant by virtue of the applicant meeting the requirement in regulation 13(2)(a)(iii),

13(2)(f) and (h), shall be endorsed by the Governor with the condition that the applicant shall not engage in any gainful occupation without a permit issued under section 24 of the Ordinance.

(2) A Permanent Residence Certificate issued by virtue of the applicant meeting the requirement in regulation 13(2)(g) shall be endorsed by the Governor with an authorisation to engage in gainful occupation in the business or enterprise which is the basis of his application.

(3) Any other Permanent Residence Certificate shall be endorsed by the Governor with an authorisation to engage in gainful occupation without any limitation or restrictions.

(4) In pursuance of section 15 of the Ordinance, the Governor may endorse the dependant on a Permanent Residence Certificate upon the issue of such Certificate, or on a subsequent application made in Form 4 set out in Schedule 3.

(5) An endorsement by the Governor on a Permanent Residence Certificate, of—

- (a) a dependant may be made with a condition that the dependant shall not engage in any gainful occupation without a permit issued by the appropriate authority under section 24 of the Ordinance; or
- (b) a dependant spouse shall be for a period of 11 years and may be renewed as necessary.

(6) There shall be issued to every endorsee, an Endorsee Identification Card in the Form set out in Schedule 6.

Undertaking for issue of Permanent Residence Certificate

17. (1) A person wishing to invest in accordance with regulation 13(2)(f) or (g) may apply to the Governor in Form 5 set out in Schedule 3, for an undertaking that on production of satisfactory evidence that the investment was made before the expiry date of the undertaking, the Governor will issue the person a Permanent Residence Certificate with or without the right to engage in gainful occupation, subject to the relevant regulation.

(2) An application made under subregulation (1) shall be accompanied by a fee specified in Schedule 7.

(3) The Governor may grant the undertaking to the applicant by issuing a certificate in Form 6 set out in Schedule 3.

(4) For the purposes of subregulation (1), satisfactory evidence—

- (a) in the case of applications made under regulation 13(2)(f), shall include a certificate of occupancy issued under the Physical Planning Ordinance and a certificate from a Quantity Surveyor licensed to practise in the Islands, that the value of the construction of the completed dwelling house meets the minimum investment threshold; and
- (b) in the case of applications made under regulation 13(2)(g), shall include audited financial statements of the business or enterprise and a certificate from the Commissioner confirming the details of the employment of non-work permit holders that have been generated as a result of the investment.

Declaration of designated approved public sector project

18. (1) The Governor may declare a public sector project in the Islands to be a designated approved public sector project for the purposes of this regulation, if he is satisfied that the public sector project will have a substantial and beneficial impact on the social and economic development of the Islands.

(2) The Governor shall cause a declaration made under subregulation (1) to be published in the *Gazette*.

(3) A person desirous of contributing not less than \$1,000,000 in a designated approved public sector project may apply to the Governor in Form 5 set out in Schedule 3 for an undertaking that on production of satisfactory evidence, that such an amount has been contributed, the Governor would issue the person a Permanent Residence Certificate with or without the right to engage in gainful employment.

(4) An application made under subregulation (3) shall be accompanied by a fee specified in Schedule 7.

(5) The Governor may, if he thinks fit, grant the undertaking to the applicant by issuing a certificate in Form 6 set out in Schedule 3.

Quota of Permanent Residence Certificate issued on ground of investment

19. The Governor shall establish a quota that will restrict the number of Permanent Residence Certificates issued by virtue of any of the investment or contribution conditions set out in regulation 13(2)(f) to (h), and such quota shall be published in the *Gazette*.

PART IV

RESIDENCE AND HOME OWNER'S PERMIT

Residence Permit

Application for Residence Permit

20. (1) An application for a Residence Permit may be made by or on behalf of an applicant to the Director in Form 1 set out in Schedule 4, and shall contain the particulars required therein.

(2) An applicant must show to the satisfaction of the Director that condition A, B or C is met.

(3) Condition A is that—

(a) the applicant owns, rents or has available for his own use a house, condominium or apartment in the Islands;

(b) neither he nor any of his dependants intend to engage in any gainful occupation; and

(c) he can maintain himself and his dependants for the duration of his residence in the Islands without engaging in any gainful occupation.

(4) Condition B is that—

- (a) the applicant has invested—
 - (i) not less than \$500,000 in a business or a home for himself and his dependants in the island of Providenciales or West Caicos; or
 - (ii) not less than \$250,000 in a business or a home for himself and his dependants in the island of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos;
- (b) neither he nor any of his dependants intend to engage in any gainful occupation other than the applicant undertaking such activities as are necessary to oversee his investment; and
- (c) he can maintain himself and his dependants for the duration of his residence in the Islands without engaging in any gainful occupation other than activities necessary to oversee his investment.

(5) Condition C is that the applicant is the spouse of an Islander or a British Overseas Territories Citizen, and lives with that spouse.

Submissions with application

21. (1) An application form under regulation 20 shall be accompanied by—

- (a) a non-refundable administrative fee specified in Schedule 7;
- (b) the applicable fee specified in Schedule 7; and
- (c) two recent passport-sized photographs of the applicant.

(2) If the application is for the issue of a Residence Permit because the investment condition applies, the application form shall also be accompanied by—

- (a) evidence of the applicant's financial standing;
- (b) evidence of the applicant's good character; and
- (c) evidence of the applicant's good health.

(3) If the application is for the issue of a Residence Permit because the spouse condition applies, the application form shall also be accompanied by an undertaking in writing that the applicant, while resident in the Islands, will not engage in any gainful occupation other than undertaking such activities as are necessary to oversee his investment.

(4) If the application is for the grant of a Residence Permit by reason of the applicant complying with condition A or B in regulation 20(3) and (4), the application form shall also be accompanied by—

- (a) evidence of the applicant's financial standing;
- (b) evidence of the applicant's good character; and
- (c) evidence of the applicant's good health.

(5) If the application is for the grant of a Residence Permit by reason of the applicant complying with condition A in regulation 20(3), the application form shall also be accompanied by an undertaking in writing that the applicant, while resident in the Islands, will not engage in any gainful occupation.

(6) If the application is for the grant of a Residence Permit by reason of the applicant complying with condition B in regulation 20(4), the application form shall also be accompanied by an undertaking in writing that the applicant, while resident in the Islands, will not engage in any gainful occupation other than undertaking such activities as are necessary to oversee his investment.

Conditions attached to Residence Permit

22. (1) A Residence Permit issued by reason of the applicant complying with condition A in regulation 20(3) is subject to the following conditions, which shall be endorsed on the permit—

- (a) a condition that the holder shall not engage in any gainful occupation;
- (b) a condition that the holder shall ordinarily reside in the Islands; and
- (c) such other special conditions as the Director may impose.

(2) A Residence Permit issued by reason of the applicant complying with condition B in regulation 20(4) is subject to the following conditions, which shall be endorsed on the permit—

- (a) a condition that the holder shall not engage in any gainful occupation other than undertaking such activities as are necessary to oversee his investment; and
- (b) such other special conditions as the Director may impose.

Variation of conditions of Residence Permit

23. (1) The holder of a Residence Permit may apply in writing to the Director to vary any condition imposed by the Director under regulation 22(1)(c) and (2)(b).

(2) Where the Director varies a condition pursuant to an application under subregulation (1), the Permit shall be endorsed accordingly.

Issue of Residence Permit

24. (1) A Residence Permit shall be in Form 2 set out in Schedule 4.

(2) A Residence Permit issued by reason of the applicant complying with condition A in regulation 20(3) may be issued for a period of not less than one year and not more than 3 years as the Director may determine, and may be extended or renewed.

(3) A Residence Permit issued by reason of the applicant complying with condition B in regulation 20(4) may be issued for a period of not less than one year and not more than ten years as the Director may determine, and may be extended or renewed.

(4) A Residence Permit issued by reason of the applicant complying with condition C in regulation 20(5) may be issued for a period of not less than one year and not more than eleven years as the Director may determine, and may be renewed.

(5) The Director may issue an annual residence permit.

Endorsement of dependant on Residence Permit

25. (1) Where an applicant for a Residence Permit to be issued by reason of the applicant complying with condition A or B in regulation 20(3) and 20(4) has indicated in the application form that the applicant's dependant intends to reside with the applicant in the Islands and has provided particulars in the application form, if the Director issues the permit, the Director may endorse it to authorise the dependant to reside with the applicant in the Islands for the duration of the Residence Permit, but shall not authorise the dependant to engage in any gainful occupation.

(2) Where an applicant for a Residence Permit to be issued by reason of the applicant complying with condition C in regulation 20(5) has indicated in the application form that the applicant's dependant child intends to reside with the applicant in the Islands and has provided particulars in the application form, if the Director grants the permit, they may endorse it to authorise the dependant child to reside with the applicant in the Islands for the duration of the Residence Permit but shall not authorise the dependant child to engage in any gainful occupation.

(3) The Director shall issue an Endorsee Identification Card to the dependant endorsed on the Residence Permit, in the form set out in Schedule 6.

Extension or renewal of Residence Permit

26. (1) An application for the extension or renewal of a Residence Permit shall be made in writing, thirty days before the expiration of the existing permit.

(2) Where an application for the extension or renewal of a Residence Permit is made after the Residence Permit expires, the applicant shall be liable to pay a penalty fee of \$250 in addition to the fee for the Residence Permit.

Resident Identification Card

27. A person issued with a Residence Permit shall be issued a Resident Identification Card which shall be in Form 3 set out in Schedule 4.

Special provisions: spouse of an Islander

28. (1) The holder of a Residence Permit who is the surviving spouse of an Islander who—

- (a) was married to the deceased for at least seven years;
- (b) immediately before the death of the deceased was not living apart from the deceased—
 - (i) under a decree of a competent court; or
 - (ii) under a deed of separation; and
- (c) immediately preceding the death of the deceased had been legally and ordinarily resident in the Islands,

shall be permitted to continue to hold that Residence Permit for such further period until ten years has elapsed on that Residence Permit.

(2) The holder of a Residence Permit who—

- (a) is married to an Islander for at least seven years;

- (b) is living apart from the spouse, but is not living apart from the spouse—
 - (i) under a decree of a competent court; or
 - (ii) under a deed of separation;
- (c) can demonstrate that the reason for living apart from the spouse is because he or she has been battered or subject to exceptional hardship by the spouse; and
- (d) immediately preceding the application, the person has been legally and ordinarily resident in the Islands for a period of two years,

shall be permitted to continue to hold that Residence Permit for such further period until ten years has elapsed on that Residence Permit.

Home Owner's Permit

Application for Home Owner's Permit

29. (1) An application for a Home Owner's Permit may be made by or on behalf of an applicant to the Director in Form 1 set out in Schedule 4 and shall contain the particulars required therein

- (2) An application form shall be accompanied by—
 - (a) a non-refundable administrative fee specified in Schedule 7;
 - (b) the applicable fee specified in Schedule 7; and
 - (c) two recent passport-sized photographs of the applicant.

(3) An applicant for a Home Owner's Permit must show to the satisfaction of the Director that he owns a home in the Islands that was purchased or built for a value of not less than \$300,000.

Issue of Home Owner's Permit

30. (1) The Director may, when satisfied with the requirements under regulation 29, issue a Home Owner's Permit in Form 4 set out in Schedule 4.

(2) Subject to subregulation (3), a Home Owner's Permit shall be valid for five years and may be extended or renewed.

(3) The holder of a Home Owner's Permit shall provide evidence to the satisfaction of the Director that he continues to own a home in the Islands for the value specified in regulation 29(3).

(4) A Home Owner's Permit is subject to the following conditions, which shall be endorsed on the permit—

- (a) a condition that the holder shall not engage in any gainful occupation; and
- (b) such other special conditions as the Director may impose.

Endorsement of dependant on Home Owner's Permit

31. The Director may, on the issue of a Home Owner's Permit, endorse the dependant of the person issued with a Home Owner's Permit, without cost.

Extension or renewal of Home Owner's Permit

32. (1) An application for the extension or renewal of a Home Owner's Permit shall be made in writing, thirty days before the expiration of the existing permit.

(2) Where an application for the extension or renewal of a Home Owner's Permit is made after the Home Owner's Permit expires, the applicant shall be liable to pay a penalty fee of \$250 in addition to the fee for the Home Owner's Permit.

PART V

WORK PERMITS

Application for Work Permit (Self-employed person)

33. (1) An application for a Work Permit by a self-employed person may be made by or on behalf of an applicant to the Board in Form 1 set out in Schedule 5, and shall contain the particulars required therein.

(2) An application form under subregulation (1) shall be accompanied by—

- (a) a non-refundable fee, which shall either be the non-refundable administrative fee specified in Schedule 7 or 10 % of the annual work permit fee specified in the same Schedule, whichever is the greater;
- (b) two recent passport-sized photographs of the applicant;
- (c) evidence of the applicant's financial standing;
- (d) evidence of the applicant's qualifications and experience;
- (e) evidence of the applicant's good character; and
- (f) evidence of the applicant's good health.

(3) The applicant must show to the satisfaction of the Board—

- (a) that there is a genuine need in the Islands for his skills, services or investment;
- (b) that he will bring money of his own which he will put into his business;
- (c) that he has the necessary qualifications and experience in the field in which he proposes to establish himself; and
- (d) that he is able to support himself and his dependants.

Conditions or restrictions attached to Work Permit (Self-employed person)

34. (1) A Work Permit (Self-employed person) is subject to the following conditions which shall be endorsed on the permit—

- (a) a condition that the holder shall not engage in any gainful occupation other than that endorsed on his permit;
- (b) a condition that the holder shall ordinarily reside in the Islands for the duration of the permit; and

(c) such other special conditions as the Board may impose.

(2) A Work Permit (Self-employed person) is subject to such restrictions as the Board may impose, which shall be endorsed on the permit.

Variation of conditions or restrictions of Work Permit (Self-employed person)

35. (1) The holder of a Work Permit (Self-employed person) may apply in writing to the Board to vary any condition or restriction imposed by the Board under regulation 34(1)(c) and (2).

(2) Where the Board varies a condition or restriction pursuant to an application under subregulation (1), the permit shall be endorsed accordingly.

Work Permit (Self-employed person)

36. (1) A Work Permit (Self-employed person) shall be in Form 2 set out in Schedule 5.

(2) A Work Permit (Self-employed person) may be issued for such period not exceeding five years as the Board may determine, and may be extended or renewed.

Endorsement of dependant on Work Permit (Self-employed person)

37. (1) Where an applicant has indicated in his application form that his dependant intends to reside with him in the Islands and has provided particulars regarding the dependant in his application form, then, if the Board issues the permit, they may endorse it to authorise any dependant to reside with the applicant in the Islands for the duration of the permit, but shall not authorise the dependant to engage in any gainful occupation.

(2) The Board shall issue an Endorsee Identification Card to the dependant endorsed on the Work Permit, in the form set out in Schedule 6.

Extension or renewal of Work Permit (Self-employed person)

38. (1) An application for the extension or renewal of a Work Permit (Self-employed person) must be made in writing, thirty days before the expiration of the existing permit.

(2) Where an application for the extension or renewal of a Work Permit is made after the Work Permit expires the applicant shall be liable to pay a penalty fee of \$250 in addition to the fee for the Work Permit.

(3) If an application for the extension or renewal of a Work Permit has been made before the expiry of the existing permit but has not been dealt with by the Board when the permit is due to expire, the permit continues in force until the application for extension or renewal is dealt with and any extension or renewal in such case shall be taken to have commenced from the day when the permit would have expired, but for the extension or renewal.

Application for Work Permit (Employed person)

39. (1) An application for a Work Permit (Employed Person) may be made to the Board in Form 1 set out in Schedule 5 and shall contain the particulars requested therein.

(2) The application shall be lodged by the employer on behalf of the person he is employing.

- (3) The application shall be accompanied by—
- (a) a non-refundable fee, which shall either be the non-refundable administrative fee specified in Schedule 7 or 10 % of the annual work permit fee specified in the same Schedule, whichever is the greater;
 - (b) two recent passport-sized photographs of the applicant;
 - (c) evidence of the applicant's good character;
 - (d) evidence of the applicant's good health;
 - (e) a description of the work which the applicant is expected to perform; and
 - (f) a covering letter from the employer explaining why he requires the services of the applicant.

(4) A person who is the holder of a Temporary Work Permit shall not apply for and obtain a Work Permit (Employed Person) until three months have expired following the date of expiry of the Temporary Work Permit.

(5) An application under this regulation shall be processed after completion of the labour clearance process and the Labour Clearance has been issued under regulation 48.

Requirements for Work Permit (Employed person)

40. The employer must show to the satisfaction of the Board that the labour clearance process as set out under regulation 48 has been completed and that the Commissioner has issued a Labour Clearance in respect of the applicant.

(2) The Board shall not issue a Work Permit (Employed Person) unless it is satisfied that the employer has informed the Commissioner of his intention to recruit the applicant for the position and the Commissioner is satisfied that the requirements for advertising and Islander preference have been met and the Commissioner has issued a Labour Clearance in respect of the applicant.

Conditions or restrictions attached to Work Permit (Employed Person)

41. (1) A Work Permit (Employed Person) is subject to the following conditions which shall be endorsed on the permit—

- (a) a condition that the holder shall not change his employer;
- (b) a condition that the holder shall not engage in any gainful occupation other than that endorsed on his permit;
- (c) a condition that the holder shall ordinarily reside in the Islands; and
- (d) such other special conditions as the Board may impose.

(2) A Work Permit (Employed Person) is subject to such restrictions as the Board may impose, which shall be endorsed on the permit.

Variation of conditions or restrictions of Work Permit (Employed person)

42. (1) The holder of a Work Permit (Employed Person) may apply in writing to the Board to vary any condition or restriction imposed by the Board under regulation 41(1)(d) and (2).

(2) Where the Board varies a condition or restriction pursuant to an application made under subregulation (1), the permit shall be endorsed accordingly.

Work Permit (Employed Person)

43. (1) A Work Permit (Employed Person) shall be in Form 3 set out in Schedule 5.

(2) A Work Permit (Employed Person) may be issued—

(a) in respect of a skilled worker, for such period not exceeding five years as the Board may determine; or

(b) in respect of an unskilled worker, for such period not exceeding three years, as the Board may determine.

(3) A Work Permit issued under this regulation may be extended or renewed.

Endorsement of dependant on Work Permit (Employed person)

44. (1) Where an applicant has indicated in his application form that his dependant intends to reside with him in the Islands and has provided particulars regarding the dependant on his application form, then, if the Board issues the permit, they may endorse it to authorise the dependant to reside with the applicant in the Islands for the duration of the permit, but shall not authorise the dependant to engage in any gainful occupation.

(2) The Board shall issue an Endorsee Identification Card to the dependant endorsed on the Work Permit, in the form set out in Schedule 6.

Work Permit Holder's Identification Card

45. There shall be issued to the holder of a Work Permit, a Work Permit Holder's Identification Card which shall be in Form 4 set out in Schedule 5.

Extension or renewal of Work Permit (Employed person)

46. (1) The Board shall not extend or renew a Work Permit (Employed Person) unless it is satisfied that the employer has informed the Commissioner of his intention to seek an extension or renewal of a permit and that the Commissioner is satisfied that the requirements for advertising and Islander preference have been met and the Commissioner has issued a Labour Clearance in respect of the applicant.

(2) An application for the extension or renewal of a Work Permit (Employed Person) shall be lodged by the employer on behalf of the employee and must be made in writing, thirty days before the expiration of the existing permit.

(3) An application under this regulation shall be processed after completion of the labour clearance process and the Labour Clearance has been issued under regulation 48.

(4) Where an application for an extension or renewal of a Work Permit is made after the Work Permit expires, the applicant shall be liable to pay a penalty fee of \$250 in addition to the fee for the Work Permit.

(5) If an application for the extension or renewal of a Work Permit has been made before the expiry of the existing permit but has not been dealt with by the Board when the permit is due to expire, the permit continues in force until the application for extension or renewal is dealt with and any extension or renewal in such case shall be taken to have commenced from the day when the permit would have expired, but for the extension or renewal.

Expiry of Work Permit (Employed Person)

47. (1) Subject to subregulation (2), a Work Permit (Employed Person) shall automatically expire in circumstances where the holder of the permit has resigned from his employment or where his employer has dismissed him, with effect from the date of resignation or dismissal.

(2) In the event of such circumstances, the Director, may, on the application of the holder of a Work Permit, permit him to reside in the Islands for a period not exceeding thirty days following the date of expiry of the permit.

(3) The permission to reside in the Islands under subregulation (1) shall not be subject to extension or renewal.

Labour Clearance

48. (1) On the submission for an application for the issue, extension or renewal of a Work Permit (Employed Person) the Commissioner shall conduct labour clearance for the types of work permit requiring labour clearance.

(2) Where the Commissioner is satisfied that the requirements for advertising Islander preference have been met in that, the employer—

- (a) has made every effort to recruit an Islander to fill the position;
- (b) has placed an advertisement for the position in two consecutive issues of a local newspaper sold or distributed in the Islands; and
- (c) no suitably qualified Islander has applied for the position,

the Commissioner shall issue a Labour Clearance in Form 5 set out in Schedule 5.

(3) Where a Labour Clearance is issued, the application for the work permit, extension or renewal shall continue to be processed.

Appeal against Commissioner refusal to issue Labour Clearance

49. (1) A person aggrieved by the decision of the Commissioner not to issue a Labour Clearance may appeal in writing to the Minister within fourteen days following notification to him of the decision appealed against.

(2) The Minister may confirm the decision appealed against or direct the Commissioner to issue the Labour Clearance applied for, and the Commissioner shall comply with any such direction.

Freelancer's Work Permit

50. (1) There shall be a Freelancer's Work Permit which shall be issued to—

- (a) a person who has graduated from a public secondary school or a secondary school registered in the Islands, who does not qualify for a Permanent Residence Certificate in terms of regulation 13(2)(b), and who has been resident in the Islands for a period of not less than five years; or
- (b) a person who is a great grandchild of a person who was born in Islands and who at the time of the applicant's birth had, or had he still been alive, would have had Islander status, and the person has not yet qualified for a Permanent Residence Certificate.

(2) An application for a Freelancer's Work Permit shall be made to the Commissioner in Form 6 set out in Schedule 5 and accompanied by a fee specified in Schedule 7.

(3) A Freelancer's Work Permit shall be in Form 7 set out in Schedule 5.

(4) A Freelancer's Work Permit—

- (a) shall allow a person to engage in any occupation or business not reserved or restricted for an Islander;
- (b) may be endorsed to include a dependant; and
- (c) shall be for a period of five years and may be extended or renewed.

(5) A person issued a Freelancer's Work Permit shall not be allowed to hold another Work Permit in another category until the expiry of three years from the date of expiry of their last permit, unless the person qualifies to apply for the issue of a Permanent Residence Certificate at the end of such permit, in which case, the person is eligible for one further extension.

Duty of employer to inform Commissioner of cessation of employment

51. (1) Where a Work Permit (Employed Person) is endorsed with a condition permitting the holder thereof to be employed in a gainful occupation by an employer, and such holder thereafter ceases to be employed by that employer, it shall be the duty of—

- (a) the employer, if he is a person resident within the Islands;
- (b) the principal officer, manager, or director of the employer resident within the Islands, if the employer is a company registered in the Islands; or
- (c) the principal manager, servant or other representative in the Islands of the employer, if then resident outside the Islands,

to inform the Commissioner in writing within fourteen days, that such permit holder has ceased to be employed by that employer.

(2) A person who fails to comply with the requirements of subregulation (1) commits an offence and is liable on summary conviction to a fine of \$1,000.

Duty of employee to inform Commissioner of cessation of employment

52. (1) Where a Work Permit (Employed Person) is endorsed with a condition permitting the holder to be employed in a gainful occupation by a particular employer and the holder thereafter ceases to be employed by that employer before the expiry of the permit, it shall be the duty of the holder, within seven days of ceasing to be employed, to present his permit to the Commissioner for cancellation.

(2) A permit presented for cancellation under subregulation (1) shall be deemed to have been cancelled with effect from the expiration of the period of seven days specified in that subregulation.

(3) Subregulation (2) shall not prejudice the power of the Commissioner to extend the duration of the permit under section 27 of the Ordinance.

(4) The holder of a permit who fails to comply with the requirements of subregulation (1) commits an offence and is liable on summary conviction to a fine of \$1,000.

Application for temporary Work Permit

53. An application for a Temporary Work Permit may be made by or on behalf of an applicant to the Commissioner in Form 8 set out in Schedule 5.

(2) An application under subregulation (1) shall be accompanied by a fee specified in Schedule 7.

(3) An applicant for a Temporary Work Permit shall provide the Commissioner with such information as the Commissioner may require which shall include—

- (a) information regarding the purpose of his proposed visit to the Islands;
- (b) his proposed contact in the Islands;
- (c) the nature of his business; and
- (d) the duration of his proposed visit.

(4) A temporary Work permit shall be in Form 9 set out in Schedule 5.

Extension or renewal of temporary Work Permit

54. An application for the extension or renewal of a Temporary Work Permit may be made by or on behalf of an applicant to the Commissioner in Form 10 set out in Schedule 5.

PART VI

GENERAL

Cancellation of certificate or permit

55. (1) Where a permit has ceased to be valid, or where a certificate or a permit has been revoked under sections 18 or 30 of the Ordinance, as the case may be, the Board, Director or Commissioner, as the case may be, shall require the holder thereof, if within the Islands, to present the certificate or permit for cancellation.

(2) Upon receipt of the certificate or permit under subregulation (1), the Board, Director or Commissioner, shall cancel it by writing down on the face of the certificate or permit, the word “Cancelled”.

(3) Where the endorsement of a Permanent Residence Certificate has been revoked under section 19 of the Ordinance, the Director shall require that the certificate be forwarded to him by the holder and shall strike out the endorsement by writing across the certificate, the words “Endorsement cancelled”, and shall thereupon return the certificate to the holder.

Biometric authentication

56. (1) An immigration officer, police officer or prison officer, or any person authorised by an immigration officer, may request a person entering the Islands, a detainee or any other person required to be identified for other immigration purposes to undergo biometric authentication, including DNA testing, fingerprinting and face recognition.

(2) Notwithstanding subregulation (1), where an issue arises regarding the identification of a person in the processing of any permit issued under the Ordinance, the appropriate authority may require the person to undergo biometric authentication as provided under subregulation (1).

Repatriation fee

57. (1) The appropriate authority may, on the issue of a permit, require the payment of a non-refundable repatriation fee specified in Schedule 7, in respect of each permit.

(2) Every fee may if necessary, be used to defray any expenses incurred or likely to be incurred by the Government in connection with the detention, maintenance, medical treatment or removal from the Islands of the holder of the permit or his dependants.

Fees

58. (1) Schedule 7 has effect with respect to fees.

(2) For a work permit fee, in addition to the fee paid on submission of an application under regulation 33, on the issue of a work permit, a fee amounting to the difference of the fee paid on application and the work permit fee specified in Schedule 7, shall be paid.

(3) An attendance fee specified in Schedule 7 shall be payable by the operator or agents of ships or aircraft requiring the attendance of an immigration officer at ports and airports outside the normal working hours.

SCHEDULE 1

(Regulation 7(1))

ENTRY AND DEPARTURE CARD



Turks and Caicos Islands
Immigration Department
International Embarkation
Disembarkation Card

Welcome to the Turks and Caicos Islands

PLEASE PRINT CLEARLY

ALL passengers are required to complete clearly in English in BLOCK CAPITAL letters and BLACK or BLUE INK.

Surname/Last: _____

Given/First Name: _____

Other Names: _____

Gender: Male Female

Date of Birth: DD MM YYYY

Country of Birth

Country of Citizenship

Passport Number

Country/Place of Issue

Occupation/Profession

Email Address

City and Country where you boarded

Flight/Ship Number (eg. AA1234)

Intended length of stay # of nights: _____

Signature

Immigration
Stamp



TO BE COMPLETED BY VISITORS ONLY

PURPOSE OF VISIT:

<input type="checkbox"/> Vacation/Pleasure	<input type="checkbox"/> Business
<input type="checkbox"/> Scuba Diving	<input type="checkbox"/> Conference/Convention
<input type="checkbox"/> Visit Friends/Relatives	<input type="checkbox"/> Seeking Employment
<input type="checkbox"/> Honeymoon	<input type="checkbox"/> Other _____

HOW DID YOU LEARN OF THE TURKS AND CAICOS ISLANDS?

<input type="checkbox"/> Referral	<input type="checkbox"/> Magazine (title) _____
<input type="checkbox"/> Travel Agent	<input type="checkbox"/> TV
<input type="checkbox"/> Website	<input type="checkbox"/> Social Media
<input type="checkbox"/> Other: _____	

BOOKING METHOD:

<input type="checkbox"/> Travel Agent	<input type="checkbox"/> Internet/Booking Site: _____
<input type="checkbox"/> Other	<input type="checkbox"/> Check if you wish to receive information on Turks and Caicos
Email Address: _____	

MODE OF TRAVEL :

<input type="checkbox"/> Commercial Air	<input type="checkbox"/> Private Flight	<input type="checkbox"/> Cruise Ship	<input type="checkbox"/> Private Yacht
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INTENDED ADDRESS IN THE TURKS & CAICOS ISLANDS:

<input type="checkbox"/> Hotel	<input type="checkbox"/> Guest House	<input type="checkbox"/> Apartment/Condo	<input type="checkbox"/> Private Home	<input type="checkbox"/> Villa
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Name and /Address: _____

Telephone No: _____

TCI CARES – Please provide Emergency contact # _____

Have you visited the Turks & Caicos Islands in the past?

Yes. ____ times

No

PLEASE PRINT CLEARLY &
RETAIN THIS CARD FOR DEPARTURE

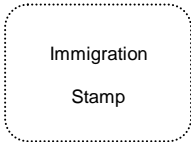


Surname: _____

First Name: _____

Other Name: _____

Date of Birth: DD/ MM/ YYYY Citizenship: _____



For official use only

Immigration Officer Case Notes:

Secondary:

This document constitutes the lawful holder's authority to remain in the Turks and Caicos Islands for the period granted by an Immigration Officer in accordance with regulation 7.

Flight # / Ship # _____

EXIT STAMP

The holder shall:

- (A) **Retain it until his/her departure from the Islands**
- (B) **Produce it to a Constable or Immigration Officer if called upon to do so.**
- (C) **Surrender it to an Immigration Officer at the time of his/her departure.**

For Immigration enquiries please go to the nearest Immigration Office or e-mail immigration@gov.tc

SCHEDULE 2

(Regulation 9(1))

COUNTRIES AND TERRITORIES WHOSE NATIONALS OR CITIZENS DO NOT REQUIRE VISAS FOR THE TURKS AND CAICOS ISLANDS

Anguilla	Lithuania
Antigua and Barbuda	Luxembourg
Argentina	Malta
Austria	Mauritius
Australia	Mexico
Bahamas	Monaco
Barbados	Montserrat
Belgium	Netherlands
Belize	Netherlands Antilles(the former)
Bermuda	New Zealand
Botswana	Norway
Brazil	Oman
British Virgin Islands	Pitcairn Islands
Bulgaria	Poland
Canada	Portugal
Cayman Islands	Panama
Czech Republic	Qatar
Chile	Romania
China	Russia
Colombia	Saint Christopher (Kitts) and Nevis
Costa Rica	Saint Helena, Ascension and Tristan da Cunha
Croatia	Saint Lucia
Cyprus	Saint Vincent and the Grenadines
Denmark	Saudi Arabia

Dominica	Seychelles
Ecuador	Singapore
Estonia	Slovakia
Falkland Islands	Slovenia
Fiji	Solomon Islands
Finland	South Africa
France	South Korea
Germany	Spain
Gibraltar	Suriname
Greece	Sweden
Grenada	Switzerland
Guyana	Taiwan
Hong Kong	Trinidad and Tobago
Hungary	Turkey
Iceland	United Arab Emirates
Ireland	United Kingdom of Great Britain and Northern Ireland
Israel	United States of America
Italy	Ukraine
Japan	Vatican City
Latvia	Venezuela
Lesotho	
Lichtenstein	

SCHEDULE 3

PERMANENT RESIDENCE CERTIFICATE

APPLICATION FOR PERMANENT RESIDENCE CERTIFICATE

(Regulation 12(1))

FORM 1



**APPLICATION FOR PERMANENT RESIDENCE
CERTIFICATE**

**TURKS AND CAICOS ISLANDS
IMMIGRATION ORDINANCE**

**APPLICATION FOR A PERMANENT RESIDENCE
CERTIFICATE**

INSTRUCTIONS: Questions 1 to 22 must be completed by all applicants.

1. First Name(s): _____
2. Family Name/Surname: _____
3. Current Address: _____

4. Telephone Number(s): _____
5. Email address: _____
6. Place of Birth: _____
7. Date of Birth: _____
8. Nationality at Birth: _____
9. Current Nationality: _____
10. Passport Number: _____
11. Place & Date of Issue: _____

12. Marital Status: Single Married Divorced
13. Are you a resident of the Turks and Caicos Islands? [please circle]
 YES NO
14. If the answer is YES, how long have you been resident? _____
15. Please give the date(s) of any period(s) of absence(s) from the Turks and Caicos Islands during your stay as a resident, in the table below:

Date Left TCI	Date Returned to TCI	Where Travelled To	Reason for Travel

16. If you were to be granted a Permanent Residence Certificate, please indicate where your principal home will be:

17. If your spouse intends to reside with you, please answer the following questions:
- (a) Spouse's First Name: _____
- (b) Spouse's Family Name/Surname: _____
- (c) Spouse's Place of Birth: _____
- (d) Spouse's Date of Birth: _____
- (e) Spouse's Nationality: _____

(f) Spouse's present address:

18. Do you wish your spouse to be endorsed on the Permanent Residence Certificate, if it is granted? **If so, you must ensure that you have paid the correct fee for endorsement.** [please circle]

YES NO

19. If you have any dependent children, please complete their details in the table below. You must provide details of **all** dependent children, even if you do not wish to endorse them on your PRC if granted.

Full Name	Male or Female	Date of Birth	Place of Birth	Present Address

20. Please indicate if you wish for any of the dependent children above to be endorsed on your PRC certificate, if granted. Please list the names of the children you wish to be endorsed. **You must ensure that you have paid the correct endorsement fee.**

21. Do you or any named in this application have any criminal convictions recorded against you? [If yes, please complete in the table below]

Name	Date of Conviction	Place Conviction Issued	Offence	Penalty Issued

22. Please provide below the details of THREE referees, who must have known you for at least 3 years.

Name of Referee	Referee's Address	Referee's Tel Number	How Long Has the Referee Known You?

WORK AND RESIDENCE IN THE ISLANDS ROUTE

NOTE: This section must also be completed by those applying under the former dependant child on a work permit route. (See question 26 (e)).

23. If you have been issued with any of the following documents, over the last 10 years, please insert details in the table below:

- (a) Residence permit(s)
- (b) Government stamp(s)
- (c) Unskilled work permit(s)
- (d) Skilled work permit(s)
- (e) Endorsee as a Spouse or Child Dependant on a PRC or Work Permit

Year	Type of Document	Document Number (if applicable)	Date Issued	Valid From Date	Valid To Date
1					
2					
3					
4					
5					
6					
7					

8					
9					
10					

PRIMARY AND SECONDARY SCHOOL ROUTE

24. If you are applying under the **Primary and Secondary School Route**, please provide details of your schooling in the table below. Please note that this schooling must have been **fully** completed before 10th September 2012.

Name and Location of School	Date Started	Date Finished

WIDOW/WIDOWER OF A TURKS AND CAICOS ISLANDER ROUTE

If you are applying because you are the spouse of a Belonger/Turks and Caicos Islander who has deceased, please provide the following information. **Please note that you must have been together for at least 5 years at the time of his/her death.**

- (a) Spouse's First Name(s): _____
- (b) Spouse's Family Name/Surname: _____
- (c) Spouse's Place of Birth: _____
- (d) Spouse's Date of Birth: _____
- (e) Date of Marriage: _____
- (f) Date Spouse Deceased: _____
- (g) Were you still legally married at the time of death? [please circle]

YES NO

FORMER CHILD DEPENDANT ON A PERMANENT RESIDENCE ROUTE

25. If you are applying as a person who is over 18 years of age and was previously endorsed on your parent’s PRC, please provide the following information:

- (a) Parent’s First Name(s): _____
- (b) Parent’s Family Name/Surname: _____
- (c) Parent’s Date of Birth: _____
- (d) Date PRC was Issued: _____
- (e) Certificate Number: _____

FORMER CHILD DEPENDANT ON A WORK PERMIT ROUTE

26. If you are applying as a person who is over 18 years of age and was previously endorsed on your parent’s work permit, please provide the following information:

- (a) Parent’s First Name(s): _____
- (b) Parent’s Family Name/Surname: _____
- (c) Parent’s Date of Birth: _____
- (d) Parent’s Last Work Permit Number: _____
- (e) Complete the table in question 23.

GREAT GRAND CHILDREN ROUTE

27. If you applying under the great grandchild route, complete the table below.

- (a) Name of mother: _____
- (b) Name of Father: _____

In the space below, please give the name of your PARENT given in (a) or (b) above whose grandmother or grandfather was born in the Turks Caicos Islands below. = (A)					
Your Parent	<table border="1"> <tr> <td style="width: 20px; text-align: center;">A</td> <td>(i) Insert the name of (A) here. _____ _____</td> </tr> <tr> <td></td> <td style="text-align: center;">First Name Middle Name Surname</td> </tr> </table>	A	(i) Insert the name of (A) here. _____ _____		First Name Middle Name Surname
A	(i) Insert the name of (A) here. _____ _____				
	First Name Middle Name Surname				
Give the name of (A)’s mother or father whose grandparent/s was born in the Turks Caicos Islands below. = (B)					
Your Grandparent	<table border="1"> <tr> <td style="width: 20px; text-align: center;">B</td> <td>(ii) Insert the name of (B) here. _____ _____</td> </tr> </table>	B	(ii) Insert the name of (B) here. _____ _____		
B	(ii) Insert the name of (B) here. _____ _____				

Your great grand parent

	_____ First Name	_____ Middle Name
	Surname	
In the space below, please provide the following information regarding the person (B), who you have named above.		
(iii) B's Mother's Name		
(iv) B's Father's Name		
(v) B's Date of Birth	Day: _____	Month: _____ Year: _____
(vi) B's Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
(vii) B's Town of Birth		
(viii) B's Country of Birth		
In the space below, please write the name of ONE of (B)'s parents who you have identified in (iii) or (iv) above AND who was born in the Turks and Caicos Islands =(C)		
C	(ix) Insert the name of (C) here.	
	_____ First Name	_____ Middle Name _____ Surname
Provide the following information regarding (C)		
(viii) C's Date of Birth	Day: _____	Month: _____ Year: _____
(ix) C's Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
(x) C's Town of Birth		
(viii) Country of Birth		

INVESTOR ROUTE

28. Were you granted a Certificate of Undertaking : YES NO

(a) PRIVATE INVESTMENT

What is the nature and total amount invested?

Not less than \$300,000 in the actual construction, purchase or renovation of a distressed property as a home for himself and dependants in any of the islands other than the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos. This investment is:

Complete Incomplete

Not less than \$1,000,000 in the actual construction, purchase or renovation of distressed property as a home for himself and dependants in any of the islands other than the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos. This investment is:

Complete Incomplete

Not less than \$750,000 in a business or enterprise in the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos, which business or enterprise generates employment for persons in the islands of which not less than 60% of employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case).

Complete Incomplete

Not less than \$1,500,000 in a business or enterprise in any of the islands other than the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos or North Caicos which business or enterprise generates employment for persons in the islands of which not less than 60% of employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case)..

Complete Incomplete

(b) DESIGNATED APPROVED PUBLIC SECTOR PROJECT

Please provide the following information.

(i) Name of the project: _____

(ii) Certificate of Undertaking No: _____

Not less than \$1,000,000 in a designated approved public sector project in the Islands.

Complete Incomplete

29. Please list and attach ALL documentary evidence to support that fact that the investment identified above has been made.

Declaration:

I _____ (full name of applicant) hereby declare that the information I have provided in this application is true to the best of my knowledge and belief and I make it knowing that if I have made any false or misleading statements I am liable to be prosecuted under the Immigration Ordinance.

Signature of Applicant: _____

Dated: _____

In the presence of:

Full Name of Witness: _____

Signature of Witness: _____

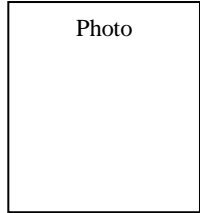
Dated: _____

FORM 2

(Regulation 14)

PERMANENT RESIDENCE CERTIFICATE

PERMANENT RESIDENCE CERTIFICATE



This is to certify that: _____

Of: _____

having satisfied the conditions of the Immigration Ordinance in that behalf is hereby declared to be entitled to reside permanently in the Turks and Caicos Islands, and to enjoy the rights and privileges accorded by the said Ordinance to a Permanent Resident subject only to the provisions of the said Ordinance and to any conditions or restrictions endorsed herein.

Permission to work: The holder (has/does) not have permission to work

Given this _____ day of _____ 20_____

Permanent Secretary

Governor

(If reissued to include endorsement of spouse or child insert the text box below)

NOTE: THIS IS A REPRODUCTION OF CERTIFICATE NUMBER ____ THAT WAS ISSUED ON (day) (month) 20__. THIS CERTIFICATE IS RE-ISSUED IN ORDER TO FACILITATE THE ENDORSEMENT OF THE HOLDER’S (Spouse/Child/Children) TO (his/her) CERTIFICATE.

This certificate is issued under the provisions of section 14 of the Immigration Ordinance.

In accordance with section 15 of the Immigration Ordinance any spouse or dependant child listed below may not engage in gainful occupation without a permit issued by the Board.

OFFICIAL USE ONLY

<u>Date of</u>		<u>Endorsee(s)</u>	
<u>Fee Paid</u>	<u>Endorsement</u>	<u>GR Number</u>	<u>(Spouse/Children)</u>

FORM 3

PERMANENT RESIDENT IDENTIFICATION CARD

(Regulation 15)

PERMANENT RESIDENT IDENTIFICATION CARD

FRONT OF CARD

PERMANENT RESIDENT IDENTIFICATION CARD

Turks and Caicos Islands

Permit/Ref No:	Name:
Date of Birth:	Nationality:
Sex:	Category:

PHOTO

Holder's Signataure

BACK OF CARD

This card is a verification that the holder of this permit whose photograph appears on the other side, is hereby authorised to enter, re-enter and remain in the Turks and Caicos Islands indefinitely, unless revoked by the Governor of the Turks and Caicos Islands acting on the recommendation of the Minister under whose portfolio the responsibility for Permanent Residence Certificate lies.

This card will be issued to persons endorsed on a Work Permit, Residence Permit or Permanent Residence Certificate

FORM 4

APPLICATION FOR ENDORSEMENT OF A PERMANENT RESIDENCE CERTIFICATE

(Regulation 16(4))

APPLICATION FOR ENDORSEMENT ON A PERMANENT RESIDENCE CERTIFICATE

1. Name of original PRC holder: _____
2. PRC Number: _____
3. Current Address: _____
4. Telephone Number(s): _____
5. Email address: _____
6. Please indicate in the table below who you wish to endorse on your PRC:

Name of Child/Spouse	Relationship (son/daughter/wife/husband)	Dependant's Date of Birth	Place of Birth	Where is the Dependant Currently Living?

7. Do you or any of the endorsees (spouse or dependants) have any criminal convictions recorded [If yes, please complete in the table below]

Name of Individual	Date of Conviction	Place Conviction Issued	Offence	Penalty Issued

Declaration:

I _____ (full name of applicant), who is the holder of the original Permanent Residence Certificate, hereby declare that the information I have provided in this application is true to the best of my knowledge and belief and I make it knowing that if I have made any false or misleading statements I am liable to be prosecuted under the Immigration Ordinance. I confirm that any dependants I wish to endorse on my Permanent Residence Certificate are presently residing in the Turks and Caicos Islands, and did not enter the islands as a visitor.

Signed by: _____ Dated: _____

In the presence of: _____ Dated: _____

I have attached the following documents:

- Original PRC certificate (not a copy – original only as it will be replaced)
- 2 x passport photos for each dependant
- Spouse's medical certificate (if endorsing spouse)
- Spouse's police certificate (if endorsing spouse)
- Marriage certificate (if endorsing spouse)
- Spouse/children's birth certificates Spouse/children's passport
- If aged 0 to 5 years, child's immunisation record
- If aged 5 years plus, child's school letters
- Spouse/child's evidence here in the islands legally and not as a visitor (residence permit/work permit endorsee/work permit)

You must take a photocopy and the original documents to the One-Stop Shop, along with this application form. The officer at the One-Stop Shop will verify your original documents, and return them to you.

FORM 5

(Regulations 17(1) and 18(3))



Ref No:

APPLICATION FORM
for
CERTIFICATE OF UNDERTAKING (PRIVATE OR PUBLIC INVESTMENT)
IN THE TURKS AND CAICOS ISLANDS

Please read this Form carefully and ensure that you understand what is required to complete this Application Form. If the investment is being made as a group you are required to complete a separate form for each person and reference the Principal Investor where indicated.

(Note: Notes in italics are intended for general guidance only)

PART A	<u>INVESTOR INFORMATION</u>	<u>OFFICIAL USE</u>
	<i>A person wishing to invest or contribute in accordance with regulation 13(2) (f), (g) or (h) may apply to the Governor for an undertaking that on production of satisfactory evidence that investment or contribution was so made before the expiry date of the undertaking, the Governor would, on payment of the prescribed fee, grant that person a Permanent Residence Certificate.</i>	
1	<p>Is this application for a group investment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, state the full name of the Principal Investor:</p>	
	<p>Full Name of Principal or Subsidiary Applicant:</p> <p>Date of Birth:</p>	
	Position (for example, Director and/or Shareholder, Prospective Homeowner):	
	Country of Citizenship:	
	Residential Address:	

2	Intended Address of the Home/Business Site:			
	<u>Lot Number:</u>	<u>Street Name:</u>	<u>Island:</u>	

CONTACT INFORMATION

3	Mailing Address in the Turks and Caicos Islands:			
	Authorised Contact Person:			
	Business Phone:	Fax:		
	Mobile:	Home Phone:		
	Email Address:			
	Postal Box/Lot Number:	Street Number and Name:	Island:	

4	Mailing Address (Overseas):			
	Authorised Contact Person:			
	Business Phone:	Fax:		
	Mobile:	Home Phone:		
	Email Address:			
	Postal Box/Lot Number:	Street Name and Number:	Town/City:	

(A foreign investor must notify the Governor of the Turks and Caicos Islands of any change in the information provided in this Form, for example, the actual address when known.)

--	--

TYPE OF INVESTMENT OR CONTRIBUTION

5	<p>What type of investment or contribution do you intend to make:</p> <p><input type="checkbox"/> Not less than \$300,000 in the actual construction, purchase, renovation of a distressed property as a home for the applicant and his dependants on the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos, or North Caicos</p> <p><input type="checkbox"/> Not less than \$1,000,000 in the actual construction, purchase or renovation of a distressed property as a home for the applicant and his dependants on the islands other than the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos, or North Caicos</p> <p><input type="checkbox"/> Not less than \$750,000 in a business or enterprise in the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos, or North Caicos which generates employment for persons in the islands of which not less than 60% of its employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case)</p> <p><input type="checkbox"/> Not less than \$1,500,000 in a business or enterprise in the islands of Grand Turk, Salt Cay, South Caicos, Middle Caicos, or North Caicos which generates employment for persons in the islands of which not less than 60% of its employees are non-work permit holders (or such lesser number as the Governor may determine in a particular case)</p> <p><input type="checkbox"/> Not less than \$1,000,000 in a designated approved public sector project in the Islands</p>
----------	---

TO BE FILLED OUT IF YOU ARE INVESTING IN A BUSINESS

6	<p>The Proposed Type of Business Entity of the Foreign Investor: <i>(For example, sole proprietorship, partnership, private company, public company, etc.)</i></p> <p>Are you involved in any other business enterprise/entity in the Turks and Caicos Islands or overseas?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the following details (wherever applicable): <u>Name and location of the Business:</u></p>
----------	---

	<p><u>Name(s) of Partner(s)/Shareholder(s):</u></p> <p><u>Type of Business Activity:</u></p>	
7	<p>Have you worked in the Turks and Caicos Islands before:</p> <p>If yes, please provide details of the <u>name</u>, <u>telephone contact</u>, and <u>street address</u> of the company worked in.</p>	
8	<p>Have you or any person associated with you declared bankrupt, an undischarged bankrupt under management and/or receivership and/or liquidation under the laws of the Turks and Caicos Islands or any other country?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>	
9	<p>Has any of the shareholder(s) or anyone associated with any of your businesses been convicted of any crime?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>	

<u>PART B</u>	<u>BUSINESS ACTIVITY INFORMATION</u>																	
10	List all the activities to be undertaken in the Turks and Caicos Islands																	
	<u>Description of Activity (List 'Principal Activity' first</u>																	
11	Is any of the business activity to be undertaken for a Restricted Activity under the Business Licensing Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details.																	
12	Please provide the following: Authorised Capital: USD\$ _____ (<u>minimum</u>: USD\$ 300,000 - inclusive of offshore branches) <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;"><u>LOCAL</u></th> <th style="width: 35%; text-align: center;"><u>FOREIGN</u></th> </tr> </thead> <tbody> <tr> <td>Issued Capital</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Paid-up Capital: <i>(For companies)</i></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Loans:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Owner's Contributions: <i>(Other than companies)</i></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			<u>LOCAL</u>	<u>FOREIGN</u>	Issued Capital	_____	_____	Paid-up Capital: <i>(For companies)</i>	_____	_____	Loans:	_____	_____	Owner's Contributions: <i>(Other than companies)</i>	_____	_____	
	<u>LOCAL</u>	<u>FOREIGN</u>																
Issued Capital	_____	_____																
Paid-up Capital: <i>(For companies)</i>	_____	_____																
Loans:	_____	_____																
Owner's Contributions: <i>(Other than companies)</i>	_____	_____																

13	<p>Proposed level of total investment (minimum: \$300,000)</p> <table border="1" data-bbox="311 336 1189 504"> <thead> <tr> <th data-bbox="311 336 598 414"><u>YEAR 1 (USD \$)</u></th> <th data-bbox="598 336 893 414"><u>YEAR 2 (USD \$)</u></th> <th data-bbox="893 336 1189 414"><u>YEAR 3 (USD \$)</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="311 414 598 504"></td> <td data-bbox="598 414 893 504"></td> <td data-bbox="893 414 1189 504"></td> </tr> </tbody> </table> <p>Proposed level of employment:</p> <p>_____</p> <p>(Turks Island Citizens) (Foreign Citizens)</p> <p><i>(To qualify for a Permanent Resident Certificate , a foreign investor needs to bring in at least \$300,00.00 to \$1,000,000.00 as equity investment from offshore for a home or \$750,000.00 to \$1,500,000.00 brought into the Turks and Caicos Islands as equity should be transferred into the business enterprise 's/entity's US Dollar resident bank account in the Turks and Caicos..)</i></p>	<u>YEAR 1 (USD \$)</u>	<u>YEAR 2 (USD \$)</u>	<u>YEAR 3 (USD \$)</u>				
<u>YEAR 1 (USD \$)</u>	<u>YEAR 2 (USD \$)</u>	<u>YEAR 3 (USD \$)</u>						
14	<p>Please identify the sources of funding for both, foreign and local partner(s)/shareholder(s):</p>							
<p>TO BE FILLED OUT IF YOU ARE PURCHASING, RENOVATING OR CONSTRUCTING A NEW HOME</p>								
15	<p>If applicable, what is the present market value of the vacant land, dilapidated building? \$.....</p> <p>Please attach appraisal/valuation report.</p> <p>What will be the value of the property after investment?</p> <p>\$</p> <p>Please provide a contractor's estimate.</p>							
<p>TO BE FILLED OUT IF YOU ARE CONTRIBUTING TOWARDS A DESGNATED APPROVED PUBLIC SECTOR PROJECT</p>								
16	<p>(i) Name/title of the project:</p> <p>(ii) Approval date: DD/MM/YYYY</p> <p>(iii) Approving authority:</p> <p><input type="checkbox"/> Cabinet <input type="checkbox"/> Date of publication DD/MM/YYYY</p> <p><input type="checkbox"/> House of Assembly – Capital Project#</p>							

Additional Important Information and Requirements for Applicants (to be provided with this Application).

1. Investors are encouraged to reserve their business name with the *Registrar of Companies*.
2. If a company is being listed as a Shareholder, then the name(s) of those associated with that Shareholding Company must be provided.
3. A copy of the Shareholders Agreement and a copy of the Declaration of Shareholders, witnessed/certified by a Justice of Peace, Lawyer and/or Chartered Accountant, are to be submitted if local equity contribution is required.
4. A Certified Copy of the Passport Bio-data Page, together with a recent coloured passport size photo, of all those associated with the business must be provided,
5. The Police Clearance Report from the country where you have been residing in the last 12 months or more is to be provided.
6. Proof of company registration from abroad (if applicable) is to be provided.

The granting of a Permanent Resident Certificate does not qualify the investor(s)/company to qualify for or be automatically granted permits from the various approving agencies.

DECLARATION

I/We, the undersigned, being duly authorised as the foreign investor, hereby declare that the information contained in this application is correct and complete and I/We authorise the Governor of the Turks and Caicos Islands to make all the necessary enquiries and to conduct all the necessary checks in relation to this Application.

Name(s):	Position(s): <i>(if applicable)</i>	Signature(s):
.....

Signed at thisday of 20 (year)

Company Seal (if applicable):

Only fully completed, original and signed Application Forms, together with the full payment of which USD \$1,500 shall be a non-refundable Administrative Fee.

The completed Form should be submitted either in person or by post to:

OFFICIAL USE

1. Does the foreign investor qualify for a Foreign Investment Registration Certificate (FIRC)?

YES

NO

If not, why?

Signature: _____ **Date:** _____
Registrar

2. DECISION

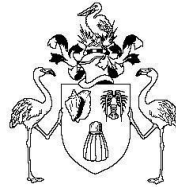
Grant

Refuse

Signature: _____ **Date:** _____
The Governor
Turks and Caicos Islands

FORM 6

(Regulations 17(3) and 18(4))



Turks and Caicos Islands

Certificate of Undertaking to Grant a Permanent Residence Certificate

WHEREAS:, **the Applicant,**
of:**(the Applicant’s address)** has on theday of
..... 20..... applied for a Permanent Residence Certificate in the Investor category:

WHEREAS the applicant has undertaken to invest the sum of \$.....in
an approved public or private enterprise:

AND WHEREAS the applicant has satisfied the requirements of regulation 13(2)(f), (g)
or (h).

NOW THEREFORE, I: Governor of the Turks and
Caicos Islands, hereby undertake within a period ofyears from the date hereof
to grant the said applicant a Permanent Residence Certificate in the Investor
Category(private or public) if the said applicant satisfies me that he or she has expended
the sum of \$.....on an approved public or private
enterprise and the construction of which is completed.

GIVEN this day of 20.....

Governor

OFFICIAL USE ONLY

Fee Paid **GR Number** ”.


SCHEDULE 4

RESIDENCE AND HOME OWNER'S PERMITS

FORM 1

APPLICATION FOR RESIDENCE AND HOME OWNER'S PERMIT

(Regulations 20(1) and 29(1))

Office Use Only	Reference No:	Date received	DD MM YYYY	Received by:
 Turks and Caicos Islands	RESIDENCE PERMIT APPLICATION <input type="checkbox"/> Independent Means <input type="checkbox"/> Spouse of a Turks and Caicos Islander <input type="checkbox"/> Home Owner			
Name of Applicant				
Payment Voucher No.				
<p>INSTRUCTIONS:</p> <p>Please write in BLOCK letters and tick (✓) where relevant.</p> <p>Complete the form in its entirety.</p> <p>Ensure that the following documents are attached.</p> <p>Kindly indicate the persons for whom endorsements are requested and for whom you have paid the relevant fees:</p> <p>Spouse _____</p> <p>Child 1 _____</p> <p>Child 2 _____</p> <p>Child 3 (additional sheet required) _____</p> <p>Child 4 (additional sheet required) _____</p>				

You are required to complete each section below regarding your present and/or previous immigration status in the islands.

Immigration history details for the person to be resident in the Turks and Caicos Islands.

A12 Work Permit Holder			<input type="checkbox"/> Temporary	<input type="checkbox"/> Annual	<input type="checkbox"/> Never Worked
Employer		Job Title/Occupation			
A13 Last Permit Number	Date of Issue	Expiration Date			
	DD MM YYYY	DD MM YYYY			
A14 National Health Insurance Number	A15 National Insurance Number				

A16 Residence Permit Holder Never Resided

A17 Permit Number	Date of Issue	Expiration Date
	DD MM YYYY	DD MM YYYY

A18 Endorsed on Work Permit Residence Permit Permanent Residence Cert. (PRC)
 Never Endorsed

A19 Name of Permit Holder	Relationship to you	
A20 Permit Number	Date of Issue	Expiration Date
	DD MM YYYY	DD MM YYYY

A21 Visitor Never Visited

A22 In which country are you residing at the time of this application?	Last date of entry into the Turks and Caicos Islands	Last date of departure from the Turks and Caicos Islands
	DD MM YYYY	DD MM YYYY

A23 Do you have a pending arbitration/reconciliation at the Employment Services Department or Labour Tribunal case? Yes No

SECTION B CONTACT INFORMATION FOR THE PERSON TO BE RESIDENT

B1 Residential address and contact information in home country.

Telephone Number	Email

C12 Details of all passports held. You are required to give all information as printed in each passport

	PASSPORT 1	Passport 2	Passport 3
Country of Issue			
Passport Number			
Family Name			
First/Given name			
Date of Issue	DD MM YYYY	DD MM YYYY	DD MM YYYY
Expiration Date	DD MM YYYY	DD MM YYYY	DD MM YYYY
Place of Issue			

NOTE : ALL APPLICANTS EXCEPT THE SPOUSE OF A TURKS AND CAICOS ISLANDER are required to answer questions C13 to C23.

Previous or current immigration details for the spouse of the person to be resident in the Turks and Caicos Islands.

C13 Work Permit Holder Temporary Annual Never Worked

Employer _____ Job Title/Occupation _____

C14 Last Permit Number _____ Date of Issue _____ Expiration Date _____
 DD MM YYYY DD MM YYYY

C15 National Health Insurance Number _____ **C16** National Insurance Number _____

C17 Residence Permit Holder Never Resided

C18 Permit Number _____ Date of Issue _____ Expiration Date _____
 DD MM YYYY DD MM YYYY

C19 Endorsed on Work Permit Residence Permit Permanent Residence Cert. (PRC)
 Never Endorsed

C20 Name of Permit Holder _____ Relationship to you _____

C21 Permit Number _____ Date of Issue _____ Expiration Date _____
 DD MM YYYY DD MM YYYY

D22 If this child is residing in the Turks and Caicos Islands what is his/her current immigration status? _____

D23 Endorsed on Work Permit Residence Permit Never Endorsed

D24 Visitor Never Visited

Last date of entry into the Turks and Caicos Islands
DD MM YYYY

Last date of departure from the Turks and Caicos Islands DD MM YYYY

D25 Are you seeking an endorsement for this child ?

Yes No No, I intend to do so in a subsequent application.

D26 Are you separated or divorced from the parent of any of the children in this application?

Yes No

SECTION E EDUCATION AND OCCUPATION OF THE PERSON TO BE RESIDENT

If more space is required please attach an additional page.

E1. Post-Secondary Education (If you need to provide additional information, please attach an additional page.)

Name of Institution 1			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

Name of Institution 2			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

E2. List ALL Trade or Professional Bodies or Associations with which the person to be employed are affiliated:

Name of Association			
Address of Institution			
Country		Date of Membership	DD MM YYYY

Name of Association			
Address of Institution			
Country		Date of Membership	DD MM YYYY

E3 Current occupation _____

E4 Place of work and work address _____

SECTION F

CHARACTER DETAILS

F1 For ANY offence, including any driving offence, has the **person to be employed, or anyone included in this application**, ever been :

- arrested ? Yes No
- charged ? Yes No
- convicted? Yes No

F2 For ANY offence, in any country, is **anyone included in this application** currently:

- under investigation? Yes No
- wanted for questioning? Yes No
- facing charges? Yes No

F3 Does **anyone included in this application**, currently have an outstanding arrest warrant in any country?

- Yes No

F4 With respect to any country, including the Turks and Caicos Islands, has **anyone included in this application** ever been

- repatriated? Yes No
- refused entry? Yes No
- removed of deported ? Yes No

If your response to any of the above is Yes, provide details below. Insert a new sheet for each person where required.

Name of Person:	
F5 Was the person refused entry, removed or departed? <input type="checkbox"/> Yes <input type="checkbox"/> No	F6 If yes, briefly state the date, the country removed from and the reason for denial or removal.

F7 Was the person arrested ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F8 If yes, briefly state the reason/circumstance of the arrest.
F9 Was the person charged ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F10 If yes, please state the nature of the offence charged.
F11 Was the person convicted ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F12 What was the date/s of conviction? DD MM YYYY
DETAILS ABOUT THE CONVICTION	
F13 What was the nature of the offence?	
F14 What was the date of sentence?	DD MM YYYY
F15 What was municipality/city/county /province/country where convicted	
F16 Has the sentence been served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F17 Date sentence completed:	DD MM YYYY
F18 Is the conviction spent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION G RESIDENCE PERMIT VIA INDEPENDANT MEANS

- G1** Are you able to sustain yourself (and family) in the Turks and Caicos Islands without seeking employment here?
 Yes No
- G2** How much funding in US dollars do you have available to maintain yourself (and family) in the Turks and Caicos Islands annually.
 less than \$75 - \$150,000 \$150-250,000
 More than \$250,000
- G3** What is the source of your income? _____

SECTION J**DECLARATIONS****J1** Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in **Section A** to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out in PART 2 are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative

Date: DD MM YYYY

J2 Declaration by an Agency:

(Applicable if the Employer engage the services of an Agency/Agent)

I hereby declare that I am authorised to bind the Employer for the Foreign Worker named in **Section A** to the following:

I, the undersigned, am the Agency personnel handling this application.

I have explained the contents of the application and the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance to the Foreign Employee and the Authorised Officer of the Employer.

The information as set out in this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name, Signature and Designation of Authorised Agency Personnel

Authorised Agency Personnel Contact Details

Date: DD MM YYYY

FORM 2

(Regulation 24)

RESIDENCE PERMIT

FRONT PAGE (PAGE ONE)

The following shall appear on the front of the permit:

TURKS AND CAICOS ISLANDS RESIDENCE PERMIT

This permit must be available for presentation to an immigration officer or a police officer on demand.

Loss or damage to this permit should immediately be reported to the Director of Immigration in writing.

When travelling, it is advisable to keep this permit with your passport to facilitate your passage through immigration.

Any condition or restriction specified in this permit must be strictly adhered to.

INSIDE FRONT PAGE (PAGE TWO)

The following shall appear on the inside front page:

Permit No:

Immigration reference:

Issued to: (Holder's full name)

Date:

Valid until:

*This permit authorises the holder (and his dependants *) to reside in the Turks and Caicos Islands otherwise than for the purpose of engaging in gainful occupation.*

Any extension to the period or duration of this permit must be authorised by the Director and endorsed hereon.

This permit may be cancelled if the holder engages in any gainful occupation.

** Delete if not applicable*

Fee paid \$ Date:

Signed by:

(DIRECTOR OF IMMIGRATION)

PAGE THREE

The following shall appear on page three:

Photograph of Holder

Holder's signature:

EXTENSIONS

1. Valid until:
Fee paid: \$ Date of payment:
Authorised by:

(DIRECTOR OF IMMIGRATION)

2. Valid until:
Fee paid: \$ Date of payment:
Authorised by:

(DIRECTOR OF IMMIGRATION)

FORM 3
RESIDENT IDENTIFICATION CARD

(Regulation 27)

RESIDENT IDENTIFICATION CARD

FRONT OF CARD

RESIDENT IDENTIFICATION CARD

Turks and Caicos Islands

Permit/Ref No:

<div style="border: 2px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">PHOTO</div>	Name:	Sex:
	Date of Birth:	
	Nationality:	
	Category:	
	Permission to Work:	

Date of Issue: **Expiration Date:**

Holder's Signature

BACK OF CARD

STIPULATION:

1. The holder of this permit whose photograph appears on the other side, is hereby authorised to enter, re-enter and remain in the Turks and Caicos Islands until the expiration date printed on this card.
2. This permit does not confer any entitlement to, or preference in connection with, the granting of any application for the renewal hereof. Applications for extension or renewal are all considered on their own merits and in light of circumstances existing at the relevant time.
3. This permit is subject to the following conditions—
 - a. that the holder will not be allowed work during the term of this permit EXCEPT where the holder is the spouse of a Turks and Caicos Islander and is living together with the Islander ;
 - b. without the prior consent of the Director of Immigration the holder's authority to remain in the Islands ceases in the event that the permit is revoked or expires;

FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS RENDERS THIS PERMIT SUBJECT TO REVOCATION BY THE DIRECTOR OF IMMIGRATION.

FORM 4

(Regulation 30(1))

HOME OWNER'S PERMIT

FRONT PAGE (PAGE ONE)

The following shall appear on the front of the permit:

TURKS AND CAICOS ISLANDS HOME OWNERS PERMIT

This permit must be available for presentation to an immigration officer or a police officer on demand.

Loss or damage to this permit should immediately be reported to the Director of Immigration in writing.

When travelling, it is advisable to keep this permit with your passport to facilitate your passage through immigration.

Any condition or restriction specified in this permit must be strictly adhered to.

INSIDE FRONT PAGE (PAGE TWO)

The following shall appear on the inside front page:

Permit No:

Immigration reference:

Issued to: (Holder's full name)

Date:

Valid until:

*This permit authorises the holder (and his dependants *) to reside in the Turks and Caicos Islands otherwise than for the purpose of engaging in gainful occupation.*

Any extension to the period or duration of this permit must be authorised by the Director and endorsed hereon.

This permit may be cancelled if the holder engages in any gainful occupation.

** Delete if not applicable*

Fee paid \$ Date:

Signed by:

(DIRECTOR OF IMMIGRATION)

PAGE THREE

The following shall appear on page three:

Photograph of Holder

Holder's signature:

EXTENSIONS

1. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(DIRECTOR OF IMMIGRATION)

2. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(DIRECTOR OF IMMIGRATION)

SCHEDULE 5

WORK PERMITS

FORM 1

APPLICATION FOR WORK PERMIT

(Regulations 33(1) and 39(1))

Office Use Only	Reference No:		Date received	DD MM YYYY	Received by:	
 Turks and Caicos Islands	<h2>WORK PERMIT APPLICATION</h2> <p><input type="checkbox"/> EMPLOYED <input type="checkbox"/> SELF EMPLOYED</p>					
	Name of Employer					
Name of Employee						
Payment Voucher No.						
<p>INSTRUCTIONS:</p> <p>Please write in BLOCK letters and tick (✓) where relevant.</p> <p>Complete the form in its entirety.</p> <p>Ensure that the following documents are attached.</p> <p>Kindly indicate the persons who wish to accompany the temporary worker or are already residing in the Turks and Caicos Islands.</p> <p>Spouse _____</p> <p>Child 1 _____</p> <p>Child 2 _____</p> <p>Child 3 (additional sheet required) _____</p> <p>Child 4 (additional sheet required) _____</p>						

You are required to complete each section below regarding the present and/or previous TCI immigration status of the person who is to be employed in the islands.

Immigration details for the person to be employed in the Turks and Caicos Islands.

A14 **Work Permit Holder** Temporary Annual Never Worked

Employer	Job Title/Occupation
<input type="text"/>	<input type="text"/>

A15 Last Permit Number	Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

A16 National Health Insurance Number	A17 National Insurance Number
<input type="text"/>	<input type="text"/>

A18 **Residence Permit Holder** Never Resided

A19 Permit Number	Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

A20 **Endorsed on** Work Permit Residence Permit PRC Never Endorsed

A21 Name of Permit Holder	Relationship to you
<input type="text"/>	<input type="text"/>

A22 Permit Number	Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

A23 **Visitor** Never Visited

A24 In which country is the prospective employee residing at the time of this application?	Last date of entry into the Turks and Caicos Islands DD MM YYYY	Last date of departure from the Turks and Caicos Islands DD MM YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

A25 Does the prospective employee have a pending arbitration/reconciliation at the Employment Services Department or Labour Tribunal case?

Yes No

SECTION B THE PERSON TO BE EMPLOYED CONTACT INFORMATION

B1 Residential address and contact information in home country.

<input type="text"/>	
Telephone Number	Email
<input type="text"/>	<input type="text"/>

B2 If the person to be employed is already in the Turks and Caicos Islands, provide TCI contact information below.

<input type="text"/>	
Telephone Number	Email
<input type="text"/>	<input type="text"/>

You are required to complete each section below regarding the spouse's present and/or previous immigration status in the islands.

Immigration details for the spouse of the prospective employee.

Employer		Job Title/Occupation	
C13 Last Permit Number		Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
C14 National Health Insurance Number		C15 National Insurance Number	
C16 <input type="checkbox"/> RESIDENCE PERMIT HOLDER <input type="checkbox"/> Never Resided			
C17 Permit Number		Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
C18 ENDORSED ON <input type="checkbox"/> Work Permit <input type="checkbox"/> Residence Permit <input type="checkbox"/> PRC <input type="checkbox"/> Never Endorsed			
C19 Name of Permit Holder		Relationship to you	
C20 Permit Number		Date of Issue DD MM YYYY	Expiration Date DD MM YYYY
C21 <input type="checkbox"/> Visitor <input type="checkbox"/> Never Visited		Last date of entry into the Turks and Caicos Islands DD MM YYYY	Last date of departure from the Turks and Caicos Islands DD MM YYYY
C22 In which country is the spouse residing at the time of this application _____			

SECTION D DETAILS FOR DEPENDENT CHILDREN OF THE PERSON TO BE EMPLOYED

DEPENDENT CHILD 1

D1 Name of person (as printed in the Passport):
Family/last name _____

Given /first names _____

D2 Other names you are known by or have ever been known by _____

Photo

D3 Date of Birth:

D	D	M	Y	Y	Y	Y
---	---	---	---	---	---	---

D4 Sex/Gender: Male Female

D20. Present country of residence_____

D21. Name of school currently attending._____

D22 Details of all passports held. You are require to give all information as printed in each passport

	PASSPORT 1	Passport 2	Passport 3
Country of Issue			
Passport Number			
Family Name			
First/Given name			
Date of Issue	DD MM YYYY	DD MM YYYY	DD MM YYYY
Expiration Date	DD MM YYYY	DD MM YYYY	DD MM YYYY
Place of Issue			

D23 If this child is residing in the Turks and Caicos Islands what is his/her current immigration status?

D24 Endorsed on Work Permit Residence Permit Never Endorsed

D25 Visitor Never Visited

Last date of entry into the Turks and Caicos Islands DD MM YYYY

Last date of departure from the Turks and Caicos Islands DD MM YYYY

D26 Are you seeking an endorsement for this child ?

Yes No No, I intend to do so in a subsequent application.

D27 Are you separated or divorced from the parent of any of the children in this application?

Yes No

SECTION E EDUCATION DETAILS FOR THE PERSON TO BE EMPLOYED

If more space is required please attach an additional page.

E1. Last primary school attended

Name of Primary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify:_____		

Name of Secondary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____)		

E2. Post-Secondary Education (If you need to provide additional information, please attach an additional page.)

Name of Institution 1			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

Name of Institution 2			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

E3. List ALL Trade or Professional Bodies or Associations with which the person to be employed are affiliated:

Name of Association			
Address of Institution			
Country		Date of Membership	DD MM YYYY

Name of Association			
Address of Institution			
Country		Date of Membership	DD MM YYYY

F5 Give details of ALL disciplinary action to which you have been subject by such Body or Association:

SECTION F	CHARACTER DETAILS
------------------	--------------------------

F1 For ANY offence, including any driving offence, has the **person to be employed, or anyone included in this application**, ever been :

- arrested ? Yes No
- charged ? Yes No
- convicted? Yes No

F2 For ANY offence, in any country, is **anyone included in this application** currently:

- under investigation? Yes No
- wanted for questioning? Yes No
- facing charges? Yes No

F3 Does **anyone included in this application**, currently have an outstanding arrest warrant in any country?

Yes No

F4 With respect to any country, including the Turks and Caicos Islands, has **anyone included in this application** ever been

- repatriated? Yes No
- refused entry? Yes No
- removed or deported ? Yes No

If your response to any of the above is Yes, provide details below. Insert a new sheet for each person where required.

Name of Person:	
<p>F5 Was the person refused entry, removed or departed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>F6 If yes, briefly state the date, the country removed from and the reason for denial or removal.</p>
<p>F7 Was the person arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>F8 If yes, briefly state the reason/circumstance of the arrest.</p>
<p>F9 Was the person charged? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>F10 If yes, please state the nature of the offence charged.</p>
<p>F11 Was the person convicted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>F12 What was the date/s of conviction? DD MM YYYY</p>

DETAILS ABOUT THE CONVICTION	
F13 What was the nature of the offence?	
F14 What was the date of sentence?	DD MM YYYY
F15 What was municipality/city/county /province/country where convicted	
F16 Has the sentence been served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F17 Date sentence completed:	DD MM YYYY
F18 Is the conviction spent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION G	EMPLOYMENT HISTORY DETAILS
-----------	----------------------------

G1 Give the following information regarding your PAST working experience. (Use extra sheets as needed):

Name of Employer 1			
Job Title			
Key tasks performed			
Country			
Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY
Reason Employment Ended			

Name of Employer 2			
Job Title			
Key tasks performed			
Country			
Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY
Reason Employment Ended			

Name of Employer 3			
Job Title			
Key tasks performed			
Country			

Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY
Reason Employment Ended			

Name of Employer 4			
Job Title			
Key tasks performed			
Country			
Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY
Reason Employment Ended			

SECTION H DETAILS ABOUT THE EMPLOYER AND THE JOB OFFERED

H1 Name of Company/Firm/Individual (the Employer)

H2 Company Name and address (if applicable)

H3 Telephone Number **H4** Email

H5 Fax number

H6 Name of person to contact regarding information about this application

H7 If contact person is employed in an Agency, state the Agency's name and address:

Give the following information about Company/Firm/Individual Employer as applicable:

H8 Business License Number: **H9** Business License Category
H10 Expiration Date DD MM YYYY

H11 National Insurance Number: **H12** National Health Insurance Number:

H13 Foreign worker's employment status in the company/firm if given a work permit (tick as appropriate):
 Employee (including trainee or intern) Partner Sole Proprietor
 Director Shareholder Other (please specify) _____

H14 Foreign worker's occupation/job title if given a work permit: _____

H15 Foreign Worker's main duties if given a work permit: _____

H16. How many days per month will the Foreign Worker be needed to work if given a Work Permit? _____

H17 State the duration of the Work Permit sought: _____
Provide the following information on foreign worker's remuneration package if given a work permit:

H18. Basic Salary \$ _____ weekly biweekly monthly

H19. Housing Allowance \$ _____ **H20** Telephone Allowance \$ _____

H21 Transport Allowance \$ _____ **H22.** Education Allowance \$ _____

H23 Other Allowances (specify) \$ _____

H24. If the foreign worker's remuneration package includes a bonus program, say how bonus will be calculated:

H25. List the names and qualifications of every Turks and Caicos Islander who applied for the position being offered to the foreign worker (use extra sheet(s) as required :

Name of TCIslander #1		
Contact Information	Tel:	Email:
Qualifications		
Reason why he/she are unable to be hired		
Name of TCIslander #2	Tel:	
Contact Information	Tel:	Email:
Qualifications		
Reason why he/she are unable to be hired		
Name of TCIslander #3	Tel:	
Contact Information	Tel:	Email:
Qualifications		
Reason why he/she are unable to be hired		
Name of TCIslander #4	Tel:	
Contact Information	Tel:	Email:
Qualifications		
Reason why he/she are unable to be hired		

H26. How was the job advertised?

Advertisement in two consecutive issues of a local newspaper is mandatory.

	Method	Dates	
<input type="checkbox"/>	Internally		
<input type="checkbox"/>	Newspaper (Name of publication)		
<input type="checkbox"/>	Internet/Website (Name of site)		
<input type="checkbox"/>	Other (Specify)		

**SECTION I TO BE COMPLETED BY THE PERSON TO BE SELF EMPLOYED
DETAILS ABOUT YOUR BUSINESS/COMPANY**

I 1 Please provide a brief description of the business, for example, who are the customers, what products/services it sells, how many Turks and Caicos Islanders are likely to be employed. **Attach an additional page if more space is required.**

I 2 Name of Business/Company/Firm

I 3 Business/Company/Firm's address

I 4 Telephone Number

I 5 Email

I 6 Fax number

I 7 Name of person to contact regarding information about this application

I 8 If contact person is employed in an Agency, state the Agency's name and address:

Give the following information about Company/Firm/Person to be Self Employed as applicable:

I 9 Business License Number **I 10** Business License Category **I 11** Expiration Date

DD MM YYYY

I 12 National Insurance Number:

I 13 National Health Insurance Number:

I 14 Foreign worker's (the person to be self- employed) employment status in the company/firm if given a work permit (tick as appropriate):

- Employee (including trainee or intern)
 - Partner
 - Sole Proprietor
 - Director
 - Shareholder
 - Other (please specify)
-

I 15 Foreign worker's (the person to be self- employed) occupation/job title if given a work permit: _____

I 16 Foreign Worker's main duties if given a work permit:

I 17. How many days per month will the Foreign Worker be needed to work if given a Work Permit? _____

I 18 State the duration of the Work Permit sought: _____

Provide the following information on foreign worker's remuneration package if given a work permit:

I 19. Basic Salary \$ _____ weekly biweekly monthly

I 20. Housing Allowance \$ _____ **I 21** Telephone Allowance \$ _____

I 22 Transport Allowance \$ _____ **I 23.** Education Allowance \$ _____

I 23 Other Allowances (specify) \$ _____

I 24. If the foreign worker's remuneration package includes a bonus program, say how bonus will be calculated: _____

SECTION J**DECLARATIONS****J1** Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in **Section A** to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out in PART 2 are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative

Date: DD MM YYYY

J2 Declaration by an Agency:

(Applicable if the Employer engage the services of an Agency/Agent)

I hereby declare that I am authorised to bind the Employer for the Foreign Worker named in **Section A** to the following:

I, the undersigned, am the Agency personnel handling this application.

I have explained the contents of the application and the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance to the Foreign Employee and the Authorised Officer of the Employer.

The information as set out in this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name, Signature and Designation of Authorised Agency Personnel

Date: DD MM YYYY

Authorised Agency Personnel Contact Details

FORM 2

(Regulation 36(1))

WORK PERMIT (SELF-EMPLOYED PERSON PERMIT)

FRONT PAGE (PAGE ONE)

The following shall appear on the front of the permit:

**TURKS AND CAICOS ISLANDS
WORK PERMIT (SELF-EMPLOYED PERSON)**

This permit must be available for presentation to an immigration officer, a police officer or the Labour Commissioner on demand.

Loss or damage to this permit should immediately be reported to the Commissioner of Labour.

When travelling, it is advisable to keep this permit with your passport to facilitate your passage through immigration.

Any condition or restriction specified in this permit must be strictly adhered to.

INSIDE FRONT PAGE (PAGE TWO)



The following shall appear on the inside front page:

Permit No:

Immigration reference:

Issued to: (Holder's full name)

Date:

Valid until:

This permit authorises the holder to engage in gainful occupation in the Turks and Caicos Islands in managing a business known as,(Name of business), from premises situate at, (Address of business).

This permit further authorises the spouse and dependant children of the holder to reside in the Islands for the duration of the permit, provided they do not enter into any gainful occupation.]*

Any extension to the period or duration of this permit must be authorised by the Board and endorsed hereon.

This permit may be cancelled if the holder does not comply strictly with any condition or restriction endorsed on this permit.

** Delete if not applicable.*

Fee paid: \$ Date:

Signed by:

(CHAIRMAN OF WORK PERMIT BOARD)

PAGE THREE

The following shall appear on page three:

Photograph of holder

Holder's signature:.....

EXTENSIONS/ENDORSEMENTS

1. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(CHAIRMAN OF WORK PERMIT BOARD)

2. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(CHAIRMAN OF WORK PERMIT BOARD)

FORM 3

(Regulation 43(1))

WORK PERMIT (EMPLOYED PERSON)

**TURKS AND CAICOS ISLANDS
WORK PERMIT (EMPLOYED PERSON)**

Permit No:
Issued to:
Ref No:
Fee:



1. The holder of this permit whose photograph appears above, is hereby authorised until the of 20 to enter, re-enter and remain in the Turks and Caicos Islands and there to engage in the occupation ofin the employment of

2. The following persons being the spouse and dependant children of the permit-holder have permission to reside with the holder during the currency of this permit.

- (a)
- (b)
- (c)

3. This permit does not confer any entitlement to, or preference in connection with, the issuing of any application for the renewal hereof. Applications for extension or renewal are all considered on their own merits and in light of circumstances existing at the relevant time.

4. This permit is subject to the following conditions—

- (1) that the holder will not be allowed to transfer from one employer to another during the term of this permit except in special extenuating circumstances and with the approval of the Work Permit Board;
- (2) without the prior consent of the Director of Immigration the holder's authority to remain in the Islands ceases in the event that the permit is revoked, expires or if employment is terminated;
- (3) that the holder shall not be permitted to have dependants or relatives not named on this permit, enter and remain or reside with the holder without prior approval of the Work Permit Board;
- (4) that the holder shall not be employed other than by the employer or employers named without the prior approval of the Work Permit Board.

FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS RENDERS THIS PERMIT SUBJECT TO REVOCATION BY THE WORK PERMIT BOARD.

Signed
CHAIRMAN OF WORK PERMIT BOARD

Date of Issue.....

FORM 4

WORK PERMIT HOLDER'S IDENTIFICATION CARD

(Regulation 45)

WORK PERMIT HOLDER'S IDENTIFICATION CARD

WORK PERMIT HOLDER'S IDENTIFICATION CARD
Turks and Caicos Islands

Ref No: _____

PHOTO

Name: _____ **Sex** _____

Date of Birth: _____

Nationality: _____

Employer: _____

Job Title: _____

Category: _____

Location: _____

Date of Issue: _____ **Expiration Date:** _____

BACK OF CARD

STIPULATION:

1. The holder of this permit whose photograph appears on the other side, is hereby authorised to enter, re-enter and remain in the Turks and Caicos Islands and there to engage in the occupation until the expiration date printed on this card.
2. This permit does not confer any entitlement to, or preference in connection with, the granting of any application for the renewal hereof. Applications for extension or renewal are all considered on their own merits and in light of circumstances existing at the relevant time.
3. This permit is subject to the following conditions—
 - (a) that the holder will not be allowed to transfer from one employer to another during the term of this permit except in special extenuating circumstances and with the approval of the Work Permit Board;
 - (b) without the prior consent of the Director of Immigration the holder's authority to remain in the Islands ceases in the event that the permit is revoked, expires or if employment is terminated;
 - (c) that the holder shall not be permitted to have dependants or relatives not named on this permit, enter and remain or reside with the holder without prior approval of the Work Permit Board;
 - (d) that the holder shall not be employed other than by the employer or employers named without the prior approval of the Work Permit Board.

FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS RENDERS THIS PERMIT SUBJECT TO REVOCATION BY THE WORK PERMOT BOARD.

FORM 5
LABOUR CLEARANCE

(Regulation 48(2))

TURKS AND CAICOS ISLANDS
LABOUR DEPARTMENT
LABOUR CLEARANCE

To:

A Labour Clearance is hereby issued for the work permit application made on behalf of the

following person(s) for—

(a) Renewal of work permit

(b) New work permit

1. Name:

.....

Job Description:

.....

Nationality: Passport No.: Imm. File No.:

2. Name:

.....

Job Description:

.....

Nationality: Passport No.: Imm. File No.:

3. Name:

.....

Job Description:

.....

Nationality: Passport No.: Imm. File No.:

N. B. (a) You are advised that the issue of a Labour Clearance does not in any way constitute approval to commence employment.

(b) You are required to advertise this post (and show proof of advertisement) at least one month before submitting application for renewal.

.....
COMMISSIONER OF LABOUR

Date of Issue	DD MM YYYY	DD MM YYYY	DD MM YYYY
Expiration Date	DD MM YYYY	DD MM YYYY	DD MM YYYY
Place of Issue			

You are required to complete each section below regarding your spouse's present and/or previous immigration status in the islands.

Immigration details for the spouse of the person who is to be employed in the Turks and Caicos Islands.

B12 Work Permit Holder Temporary Annual Never Worked

Employer	Job Title/Occupation
<input type="text"/>	<input type="text"/>

B13 Last Permit Number	Date of Issue	Expiration Date
<input type="text"/>	DD MM YYYY	DD MM YYYY

B14 National Health Insurance Number	B15 National Insurance Number
<input type="text"/>	<input type="text"/>

B16 Residence Permit Holder Never Resided

B17 Last Permit Number	Date of Issue	Expiration Date
<input type="text"/>	DD MM YYYY	DD MM YYYY

B18 Endorsed on Work Permit Residence Permit PRC Never Endorsed

B19 Name of Permit Holder	Relationship to you
<input type="text"/>	<input type="text"/>

B20 Permit Number	Date of Issue	Expiration Date
<input type="text"/>	DD MM YYYY	DD MM YYYY

B21 Visitor Never Visited

B22 In which country is the spouse residing at the time of this application?	Last date of entry into the Turks and Caicos Islands	Last date of departure from the Turks and Caicos Islands
<input type="text"/>	DD MM YYYY	DD MM YYYY

B23 Does your spouse reside or intend to reside in Islands with you? Yes No

B24 Does your spouse intend to seek employment in Islands: Yes No

B25 If your spouse is employed what is his/her occupation: _____

SECTION C DETAILS FOR DEPENDANT CHILDREN OF THE PERSON TO BE EMPLOYED

C1 Do you have children? Yes No

C2 If yes, how many? _____

D12 Date of Birth:

D	D	M	Y	Y	Y	Y
---	---	---	---	---	---	---

D13. Country of Birth (including province/state): _____

D14. Country of Citizenship (if more than 1, list all):(1) _____ (2) _____

D15 Details of all passports held. You are required to give all information as printed in each passport

	PASSPORT 1	Passport 2	Passport 3
Country of Issue			
Passport Number			
Family Name			
First/Given name			
Date of Issue	DD MM YYYY	DD MM YYYY	DD MM YYYY
Expiration Date	DD MM YYYY	DD MM YYYY	DD MM YYYY
Place of Issue			

D16 Is your father living in the Islands? Yes (Answer question D17) No
(Answer question D18)

D17 If Yes, what is his status in the Islands?
 Visitor
 Work Permit Endorsed on Work Permit
 Residence Permit Endorsed on Residence Permit
 PRC Endorsed on PRC
 Naturalized British Overseas Territory Citizen (BOTC)
 Belonger
 Other, please specify: _____

D18 If No, in what country is he living?: _____

NOTE: QUESTION D19 IS TO BE ANSWERED BY THOSE APPLYING ON THE BASIS OF GENEALOGY ONLY, i.e., GREAT GRANDPARENT WHO WAS BORN IN THE ISLANDS (If you require more space to provide additional information, please attach an additional page.)

D19 Your genealogy

Your Parent	Name of your PARENT given in D1 or D10 above whose grandmother or grandfather was born in the Turks Caicos Islands = (A)				
	(xi) Insert the name of (A) here.				
	_____		_____		
	First Name	Middle Name	Surname		
Your Grandparent	Given the name of (A)'s mother or father whose grandparent/s was born in the Turks Caicos Islands below= (B)				
	(xii) Insert the name of (B) here.				
	_____		_____		
	First Name		Middle Name		Surname
	In the space below, please provide the following information regarding the person (B), who you have named above.				
	(xiii) B's Mother's Name		_____		
	(xiv) B's Father's Name		_____		
(xv) B's Date of Birth		Day:	Month:	Year:	
(xvi) B's Sex		<input type="checkbox"/> Male	<input type="checkbox"/> Female		
(xvii) B's Town of Birth		_____			
(viii) B's Country of Birth		_____			
Your great grand parent	In the space below, please write the name of ONE of (B)'s parent's who have identified in (iii) or (iv) above AND who was born in the Turks and Caicos Islands =(C)				
	(ix) Insert the name of (C) here.				
	_____		_____		
	First Name		Middle Name		Surname
	Provide the following information regarding (C)				
	(xviii) C's Date of Birth		Day:	Month:	Year:
	(xix) C's Sex		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
	(xx) C's Town of Birth		_____		
(viii) Country of Birth		_____			

SECTION E**EDUCATION DETAILS FOR THE PERSON TO BE EMPLOYED**

If more space is required please attach an additional page.

E1. Primary schools attended (starting with your first primary school)

Name of Primary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____ _____		

Name of Primary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____ _____		

Name of Primary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____ _____		

E2. Secondary/High schools attended (starting with your first secondary/high school)

Name of Secondary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____ _____		

Name of Secondary School			
Address of School			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Reason for leaving	<input type="checkbox"/> Graduation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify: _____ _____		

F3. Post-Secondary Education (If you need to provide additional information, please attach an additional page.)

Name of Institution 1			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

Name of Institution 1			
Address of Institution			
Country			
Date Enrolled	DD MM YYYY	Date Completed	DD MM YYYY
Course Pursued			
Certificate/Diploma/Degree Obtained	<input type="checkbox"/> Associate <input type="checkbox"/> Vocational <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

SECTION F CHARACTER DETAILS

F1 For ANY offence, including any driving offence, has the **person to be employed, or anyone included in this application**, ever been :

- arrested ? Yes No
- charged ? Yes No
- convicted? Yes No

F2 For ANY offence, in any country, is **anyone included in this application** currently:

- under investigation? Yes No
- wanted for questioning? Yes No
- facing charges? Yes No

F3 Does **anyone included in this application**, currently have an outstanding arrest warrant in any country? Yes No

F4 With respect to any country, including the Turks and Caicos Islands, has **anyone included in this application** ever been

- repatriated? Yes No
- refused entry? Yes No
- removed or deported ? Yes No

If your response to any of the above is Yes, provide details below. Insert a new sheet for each person where required.

Name of Person:	
F5 Was the person refused entry, removed or departed? <input type="checkbox"/> Yes <input type="checkbox"/> No	F6 If yes, briefly state the date, the country removed from and the reason for denial or removal.

F7 Was the person arrested ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F8 If yes, briefly state the reason/circumstance of the arrest.		
F9 Was the person charged ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F10 If yes, please state the nature of the offence charged.		
F11 Was the person convicted ? <input type="checkbox"/> Yes <input type="checkbox"/> No	F12 What was the date/s of conviction? DD MM YYYY		
DETAILS ABOUT THE CONVICTION			
F13 What was the nature of the offence?			
F14 What was the date of sentence?		DD MM YYYY	
F15 What was municipality/city/county /province/country where convicted			
F16 Has the sentence been served?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
F17 Date sentence completed:		DD MM YYYY	
F18 Is the conviction spent?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION G	EMPLOYMENT HISTORY DETAILS
------------------	-----------------------------------

G1 Give the following information regarding your PAST working experience. (Use extra sheets as needed):

Name of Employer 1			
Job Title			
Key tasks performed			
Country			
Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY

Reason Employment Ended	
-------------------------	--

Name of Employer 2			
Job Title			
Key tasks performed			
Country			
Date Employment Started	DD MM YYYY	Date Employment Ended	DD MM YYYY
Reason Employment Ended			

SECTION H	DECLARATIONS
------------------	---------------------

H1. Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in SECTION 1 to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out in this application, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative

Date: ____/____/_____
(DD----MM----YYYY)

FORM 7

(Regulation 50(3))

WORK PERMIT (FREELANCER)

FRONT PAGE (PAGE ONE)

The following shall appear on the front of the permit:

**TURKS AND CAICOS ISLANDS
WORK PERMIT (FREELANCER)**

This permit must be available for presentation to an immigration officer, a police officer or the Labour Commissioner on demand.

Loss or damage to this permit should immediately be reported to the Commissioner of Labour.

When travelling, it is advisable to keep this permit with your passport to facilitate your passage through immigration.

Any condition or restriction specified in this permit must be strictly adhered to.

INSIDE FRONT PAGE (PAGE TWO)



The following shall appear on the inside front page:

Permit No:

Immigration reference:

Issued to: (Holder's full name)

Date:

Valid until:

This permit authorises the holder to engage in gainful occupation in the Turks and Caicos Islands in managing a business known as,(Name of business), from premises situate at, (Address of business).

This permit further authorises the spouse and dependant children of the holder to reside in the Islands for the duration of the permit, provided they do not enter into any gainful occupation.]*

Any extension to the period or duration of this permit must be authorised by the Board and endorsed hereon.

This permit may be cancelled if the holder does not comply strictly with any condition or restriction endorsed on this permit.

** Delete if not applicable.*

Fee paid: \$ Date:

Signed by:

(COMMISSIONER OF LABOUR)

PAGE THREE

The following shall appear on page three:

Photograph of holder

Holder's signature:.....

EXTENSIONS/ENDORSEMENTS

1. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(COMMISSIONER OF LABOUR)

2. Valid until:

Fee paid: \$ Date of payment:

Authorised by:

(COMMISSIONER OF LABOUR)

A13 Do you have children? Yes – How many? _____ No

You are required to complete each section below regarding the present and/or previous TCI immigration status of the person who is to be employed in the islands.

Immigration details for the person to be employed in the Turks and Caicos Islands.

A14 **Work Permit Holder** Temporary Annual Never Worked
Employer _____ Job Title/Occupation _____

A15 Last Permit Number _____ Date of Issue DD MM YYYY
Expiration Date DD MM YYYY

A16 National Health Insurance Number _____ **A17** National Insurance Number _____

A18 **Residence Permit Holder** Never Resided

A19 Permit Number _____ Date of Issue DD MM YYYY
Expiration Date DD MM YYYY

A20 **Endorsed on** Work Permit Residence Permit PRC Never Endorsed

A21 Name of Permit Holder _____ Relationship to you _____

A22 Permit Number _____ Date of Issue DD MM YYYY
Expiration Date DD MM YYYY

A23 **Visitor** Never Visited

A24 In which country is the prospective employee residing at the time of this application? _____
Last date of entry into the Turks and Caicos Islands DD MM YYYY
Last date of departure from the Turks and Caicos Islands DD MM YYYY

A25 Present Occupation/Job Title: _____

A26 Present Employer: _____

A27 Does the prospective employee have a pending arbitration/reconciliation at the Employment Services Department or Labour Tribunal case in the Turks and Caicos Islands?

Yes No

SECTION B THE PERSON TO BE EMPLOYED CONTACT INFORMATION

B1 Residential address and contact information in home country.

Telephone Number _____ Email _____

B2 If the person to be employed is already in the Turks and Caicos Islands, provide TCI contact information below.

Telephone Number		Email	

B3 Name and address for communication concerning this application.

Family/last name		Given/first name	
Company Name and address (if applicable)			
Telephone Number		Email	

SECTION C CHARACTER DETAILS

C1 For ANY offence, including any driving offence, has the **person to be employed**, ever been :

- arrested ? Yes No
- charged ? Yes No
- convicted? Yes No

C2 For ANY offence, in any country, is **the person to be employed** currently:

- under investigation? Yes No
- wanted for questioning? Yes No
- facing charges? Yes No

C3 Does **the person to be employed**, currently have an outstanding arrest warrant in any country?

Yes No

C4 With respect to any country, including the Turks and Caicos Islands, has **the person** ever been

- repatriated? Yes No
- refused entry? Yes No
- removed of deported ? Yes No

If your response to any of the above is Yes, provide details below.

Name of Person:	
C5 Was the person to be employed refused entry, removed or departed? <input type="checkbox"/> Yes <input type="checkbox"/> No	D6 If yes, briefly state the date, the country removed from and the reason for denial or removal.
C7 Was the person to be employed arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No	C8 If yes, briefly state the reason/circumstance of the arrest.

C9 Was the person to be employed charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	C10 If yes, please state the nature of the offence charged.
C11 Was the person to be employed convicted? <input type="checkbox"/> Yes <input type="checkbox"/> No	C12 What was the date/s of conviction? DD MM YYYY
DETAILS ABOUT THE CONVICTION	
C13 What was the nature of the offence?	
C14 What was the date of sentence?	DD MM YYYY
C15 What was municipality/city/county /province/country where convicted	
C16 Has the sentence been served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C17 Date sentence completed:	DD MM YYYY
C18 Is the conviction spent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D DETAILS OF THE URGENT SPECIALIST SKILLS REQUIRED

- D1** Which industry sector will you be working in? (Tick one box only)
- Agriculture, forestry and fishing
 - Mining
 - Manufacturing
 - Electricity, gas, water and waste services
 - Construction
 - Retail trade
 - Accommodation and food services
 - Transport postal and warehousing
 - Information media and telecommunications
 - Financial, banking and insurance services
 - Rental, hiring and real estate services
 - Professional, scientific and technical
 - Administrative and support services
 - Public administration and safety
 - Education and training
 - Health care and social assistance
 - Arts and recreation services
 - Other services, please specify _____
- D2** List/provide details of the specialist skills, qualifications and experience that the specialist has that is relevant to the proposed work or activity which is not available on the Islands.

D3 Why is the skill needed urgently?

D4 Will there be a need to recruit this skill on a long term basis in the future?

D5 If your answer is yes, what steps are you taking to recruit locally or overseas and provide training for a Turks and Caicos Islander?

D6 What will be the impact on your business activity if the specialist skill is not acquired?

SECTION E DETAILS ABOUT THE EMPLOYER AND THE JOB OFFERED

E1 Name of Company/Firm/Individual (the Employer)

E2 Company Name and address (if applicable)

E3 Telephone Number

E4 Email

E5 Fax

number

E6 Name of person to contact regarding information about this application

: **E7** If contact person is employed in an Agency, state the Agency's name and address:

Give the following information about Company/Firm/Individual Employer as applicable:

E8 Business License Number:

E9 Business License Category

E10 Expiration Date

		DD MM YYYY
--	--	------------

E11 National Insurance Number:

E12 National Health
Insurance Number:

E15 Temporary worker's main duties if given a work permit:

E16. How many days per month will the Foreign Worker be needed to work if given a Work Permit? _____

E17 State the duration of the Work Permit sought: _____
Provide the following information on foreign worker's remuneration package if given a work permit:

E18. Basic Salary \$ _____ weekly biweekly monthly

E19. Housing Allowance \$ _____ **E20** Telephone Allowance \$ _____
E21 Transport Allowance \$ _____ **E22**. Education Allowance \$ _____
E23 Other Allowances (specify) \$ _____

SECTION F DECLARATIONS

F1 Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in **Section A** to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out in PART 2 are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative

Date: DD MM YYYY

F2 Declaration by an Agency:

(Applicable if the Employer engage the services of an Agency/Agent)

I hereby declare that I am authorised to bind the Employer for the Foreign Worker named in **Section A** to the following:

I, the undersigned, am the Agency personnel handling this application.

I have explained the contents of the application and the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance to the Foreign Employee and the Authorised Officer of the Employer.

The information as set out in this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name, Signature and Designation of Authorised Agency Personnel

Date: DD MM YYYY

Authorised Agency Personnel Contact Details

FORM 9

(Regulation 53(4))

TEMPORARY WORK PERMIT

Letter Head

Your Ref:

Our Reference:

DATE:

The Manager

NAME of Company

REF: EMERGENCY TEMPORARY WORK PERMIT

Permission is hereby granted for the person named below to be gainfully employed as
a ***OCCUPATION*** with ***NAME OF COMPANY*** for

a period of ten days.

NAME OF EMPLOYEE

DATE OF BIRTH

COUNTRY OF BIRTH

PASSPORT NUMBER

COMMENCING DATE: *DD/MM/YYYY*

THIS PERMISSION EXPIRES ON: *DD/MM/YYYY*

Yours Sincerely,


Name of Labour Commissioner
Labour Commission

Cc: Director of Immigration

FORM 10

(Regulation 54)

APPLICATION FOR EXTENSION OR RENEWAL OF TEMPORARY WORK PERMIT

Office Use Only	Reference No:		Date received	DD MM Y Y Y Y	Received by:
 Turks and Caicos Islands		APPLICATION FOR EXTENSION TEMPORARY WORK PERMIT			
Name of Employer					
Name of Employee					
Payment Voucher No.					
Temporary Work Permit No.					
Date of Issue					
Reason Extension is needed					
This section below is for OFFICIAL USE ONLY. Please complete declaration sections on the next page.					
Decision	<input type="checkbox"/> Extension Approved <input type="checkbox"/> Extension Not Approved				
Decision taken by	Name: Position: Signature: Date: DD MM YYYY				

DECLARATIONS

Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in **in this application** to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative

Date: DD MM YYYY

Declaration by an Agency:

(Applicable if the Employer engage the services of an Agency/Agent)

I hereby declare that I am authorised to bind the Employer for the Foreign Worker named in **named in this application** to the following:

I, the undersigned, am the Agency personnel handling this application.

I have explained the contents of the application and the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance to the Foreign Employee and the Authorised Officer of the Employer.

The information as set out in this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name, Signature and Designation of Authorised Agency Personnel

Date: DD MM YYYY

Authorised Agency Personnel Contact Details


SCHEDULE 6

ENDORSEMENT

FORM 1

*(Regulations 16(6), 25(3),
37(2) and 44(2))*

APPLICATION FOR ENDORSEMENT

Office Use Only	Reference No:	Date received	DD MM YYYY	Received by:	
 Turks and Caicos Islands	APPLICATION FOR ENDORSEMENT <input type="checkbox"/> Work Permit <input type="checkbox"/> Residence Permit <input type="checkbox"/> Home Owner <input type="checkbox"/> Permanent Residence Certificate				
Name of Person who has legal status in the TCI					
Names of persons requested to be endorsed		Relationship to You			
Payment Voucher No.					
INSTRUCTIONS: Please write in BLOCK letters and tick (√) where relevant. Complete the form in its entirety. Ensure that the following documents are attached.					

SECTION D**CHARACTER DETAILS**

D1 For ANY offence, including any driving offence, has the **person to be employed, or anyone included in this application**, ever been :

- arrested ? Yes No
- charged ? Yes No
- convicted? Yes No

D2 For ANY offence, in any country, is **anyone included in this application** currently:

- under investigation? Yes No
- wanted for questioning? Yes No
- facing charges? Yes No

D3 Does **anyone included in this application**, currently have an outstanding arrest warrant in any country?

Yes No

D4 With respect to any country, including the Turks and Caicos Islands, has **anyone included in this application** ever been

- repatriated? Yes No
- refused entry? Yes No
- removed or deported ? Yes No

If your response to any of the above is Yes, provide details below. Insert a new sheet for each person where required.

Name of Person:	
D5 Was the person refused entry, removed or departed? <input type="checkbox"/> Yes <input type="checkbox"/> No	D6 If yes, briefly state the date, the country removed from and the reason for denial or removal.
D7 Was the person arrested ? <input type="checkbox"/> Yes <input type="checkbox"/> No	D8 If yes, briefly state the reason/circumstance of the arrest.
D9 Was the person charged ? <input type="checkbox"/> Yes <input type="checkbox"/> No	D10 If yes, please state the nature of the offence charged.
D11 Was the person convicted ? <input type="checkbox"/> Yes <input type="checkbox"/> No	D12 What was the date/s of conviction? DD MM YYYY
DETAILS ABOUT THE CONVICTION	
D13 What was the nature of the offence?	

D14 What was the date of sentence?	DD MM YYYY
D15 What was municipality/city/county /province/country where convicted	
D16 Has the sentence been served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D17 Date sentence completed:	DD MM YYYY
D18 Is the conviction spent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION E DECLARATIONS

J1 Declaration by Employer (Company/Firm/Individual):

I hereby declare that I am authorised to bind the Employer for the foreign worker named in **Section A** to the following:

I have read and I understand the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance.

The Employer consents, for the purpose of assessing this application, for the Government of the Turks and Caicos Islands and any statutory authorities thereof to obtain from and verify information with any person, organization, or any other source; and further, to the release of all information thereby obtained to the Government of Turks and Caicos Islands, Statutory Authorities and authorised agents thereof.

The information as set out in PART 2 are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name and Designation of Authorised Representative
MM YYYY

Date: DD

J2 Declaration by an Agency:

(Applicable if the Employer engage the services of an Agency/Agent)

I hereby declare that I am authorised to bind the Employer for the Foreign Worker named in **Section A** to the following:

I, the undersigned, am the Agency personnel handling this application.

I have explained the contents of the application and the applicable regulatory conditions of the grant of a Work permit, as specified in the Immigration Ordinance to the Foreign Employee and the Authorised Officer of the Employer.

The information as set out in this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application are true and authentic copies of the original document.

I understand that it is an offence to provide false or misleading information under Section 97 of the Immigration Ordinance and that if found guilty, I am liable on summary conviction to a fine of \$20,000 or a term of imprisonment of four years, or to both.

Name, Signature and Designation of Authorised Agency Personnel

Date: DD

MM YYYY
Authorised Agency Personnel Contact Details

FORM 2

ENDORSEE IDENTIFICATION CARD

**ENDORSEE IDENTIFICATION CARD
FRONT OF CARD**

ENDORSEE IDENTIFICATION CARD

Turks and Caicos Islands

Permit/Ref No:	Name
PHOTO	Date of Birth:
Holder's Signature	Place of Birth:
	Sex:
	Category:
	Principal Holder:
	Expiration Date:
	Date of Issue:

BACK OF CARD

1. The holder of this permit whose photograph appears on the other side, is hereby authorised to enter, re-enter and remain in the Turks and Caicos Islands until the expiration date printed on this card.
2. This permit does not confer any entitlement to, or preference in connection with, the granting of any application for the renewal hereof. Applications for extension or renewal are all considered on their own merits and in light of circumstances existing at the relevant time.

This permit is subject to the following conditions—
 - a. that the holder will not be allowed work during the term of this permit
 - b. without the prior consent of the Director of Immigration the holder's authority to remain in the Islands ceases in the event that the permit is revoked or expires.
3. **FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS RENDERS THIS PERMIT SUBJECT TO REVOCATION BY THE DIRECTOR OF IMMIGRATION.**

SCHEDULE 7

(Regulation 58)

FEES

A Category	B Fees
Permanent Residence Certificates	
Non Refundable Administrative fee	\$150
Skilled Work Permit Route	\$10,000
Unskilled Worker Route	\$10,000
Residence Permit Route	\$10,000
Former Dependant Child Route	\$5,000
Primary and Secondary School Route	\$5,000
Widow/Widower of a TC Islander Route	\$5,000
Applicant who has a child who is an Islander by birth or descent	\$5,000
Investor Route(private)	\$25,000
Certificate of undertaking	1,500 Non-Refundable Application Fee
Endorsement of Spouse or Child	\$200
Residence Permits	
Non Refundable administrative fee	\$150
Investment/Independent Means	\$1,500
Spouse of TCI Islander/BOTC Citizen	\$1,500
Home Owner's Permit	\$1,500
Endorsement of Spouse or Child	\$500 each plus \$150 administrative fee
Non-refundable application Fee	\$100
Single Visitor's Visa	\$150
One Year Multiple Entry Business Visa	\$500
Student Visa	\$300
Seaman's Visa	\$300
Visa-Registered Charity/Sporting/Religious Event	\$25
Visa Bond	\$5000
Identification Cards	\$50
Work Permits	
Non-refundable administrative fee	150
(Non-refundable annual fee)	
SCALE 1 - \$9,500	
Accountant	9,500
Actuary	9,500

Architect	9,500
Assistant Vice President	9,500
Attorney	9,500
Attorney	9,500
Auditor	9,500
Banker	9,500
Branch Manager	9,500
Business Consultant	9,500
Casino Manager	9,500
Catering Manager	9,500
Certified Manager	9,500
Certified Public Accountant	9,500
Chartered Accountant	9,500
Chartered Secretary	9,500
Chief Executive Officer	9,500
Chief Financial Officer	9,500
Chief Investment Officer	9,500
Chief Operations Officer	9,500
Chiropodist	9,500
Chiropractor	9,500
Claims Manager	9,500
Commissary Manager	9,500
Company Director	9,500
Company Secretary	9,500
Condominium Manager	9,500
Construction Manager	9,500
Convention Manager	9,500
Credit Manager (Casino)	9,500
Cruise Director	9,500
Data Processing Manager	9,500
Dentist	9,500
District Manager	9,500
Doctor	9,500
Economist	9,500
Employee Relations Manager	9,500
Engineer	9,500
Executive Director	9,500
Finance Administrator	9,500
Financial Advisor	9,500
Financial Controller	9,500
General Manager	9,500
Hotel Manager (400 Rooms plus)	9,500
Hotel Resident Manager (400 Rooms plus)	9,500
Island/Cay Manager	9,500
Managing Director	9,500
President	9,500
Project Manager	9,500
Quantity Surveyor	9,500
Real Estate Manager	9,500
Self-Employed	9,500
Stockbroker	9,500
Systems Engineer	9,500
SCALE 2 - \$7,500	
Accounts Executive	7,500
Analyst	7,500
Assistant General Manager	7,500

Director/Manager/Supervisor of Engineering	7,500
Director/Manager/Supervisor of Human Resources	7,500
Director/Manager/Supervisor of Safety	7,500
Director/Manager/Supervisor of Sales	7,500
Director/Manager/Supervisor of Training	7,500
Estate Management Surveyor	7,500
Group Sales Manager	7,500
Human Resource Manager	7,500
Hydro Geologist	7,500
Industrial Relations Manager	7,500
Insurance Adjuster	7,500
Insurance Underwriter	7,500
Interior Director/ Design	7,500
Inventory Control Manager	7,500
Investment Advisor	7,500
Investment and Research Analyst	7,500
IT Specialist	7,500
Laundry Manager	7,500
Maintenance Manager	7,500
Management Information System Manager	7,500
Manager Trust Department	7,500
Managers (excluding General Manager, Project Manager, District Manager, and any other manager whose job title is stipulated in the Fees Regulations)	7,500
Managing Editor	7,500
Marina Manager	7,500
Materials Control Manager	7,500
Medical Practitioner	7,500
Metal Trader/Shipper	7,500
Network Administrator	7,500
Network Architect	7,500
Office Manager	7,500
Optician	7,500
Optometrist	7,500
Owner's Representative	7,500
Personnel and Relations Manager	7,500
Personnel Manager	7,500
Physical Planner	7,500
PIT Boss (Casino)	7,500
Portfolio Manager	7,500
Power House Manager	7,500
Producer	7,500
Production Manager	7,500
Quality Control Specialist	7,500
Sales Manager	7,500
Securities Trader	7,500
Senior Administrative Officer	7,500
Senior Specialist, Industrial Relations	7,500
Senior Trust Officer	7,500
Statistician	7,500
Superintendent	7,500
Assistant Accountant	7,500
Town Planner	7,500
Treasurer	7,500
Trust Administrator	7,500
Underwriting Manager	7,500

Veterinarian	7,500
Vice President	7,500
Assistant Engineer	7,500
Heavy Equipment Foreman/Supervisor	7,500
Concrete Pump Operator	7,500
Heavy Equipment Operator	7,500

SCALE 3 - \$4,700

Accounts Officer	4,700
Agronomist	4,700
Chemist	4,700
Chief Steward	4,700
Computer Programmer	4,700
Construction Foreman	4,700
Construction Supervisor	4,700
Estate Manager	4,700
Estate Manager Supervisor	4,700
Hotel Manager/Resident Manager less than 50 rooms	4,700
Executive Chef	4,700
Computer Operator/Technician	4,700
Property Manager	4,700
Landscape Architect/ Landscape Design	4,700
Building Inspector	4,700
Real Estate Salesman	4,700
Diving Instructor/ Scuba Diver	4,700
Night Auditor	4,700
Dining Room Manager	4,700
Director/Manager/Supervisor of Activities	4,700
Director/Manager/Supervisor of Convention Services	4,700
Director/Manager/Supervisor of Food and Beverage	4,700
Director/Manager/Supervisor of Golf	4,700
Director/Manager/Supervisor of Interior/Design	4,700
Director/Manager/Supervisor of Promotions	4,700
Director/Manager/Supervisor of Recreational Activities	4,700
Director/Manager/Supervisor of Restaurants	4,700
Director/Manager/Supervisor of Security	4,700
Director/Manager/Supervisor of Spa	4,700
Director/Manager/Supervisor of Stewarding	4,700
Director/Manager/Supervisor of Surveillance	4,700
Engineering Technologist	4,700
Executive Chef	4,700
Executive Housekeeper	4,700
Food and Beverage Manager	4,700
Front Desk Manager	4,700
Group Representative Relationship Manager	4,700
Shop Manager	4,700
Spa Manager	4,700
Special Inventory Controller	4,700
Assistant Investment and Research Analyst	4,700
Auto Salesman/Dealer	4,700
Bank Administrator	4,700
Communications Specialist	4,700

Installation Specialist	4,700
Surveyor	4,700
Trust Officer	4,700
Electronic Superintendent	4,700
Hotel Manager (100 - 199 Rooms)	4,700
Power House Operator	4,700
Secretary	4,700

SCALE 4 - \$3,500

Accounts Clerk	3,500
Accounts Supervisor	3,500
Administrative Assistant	3,500
Air Conditioning Technician/Foreman	3,500
Air Traffic Controller	3,500
Aircraft Ground Equipment Specialist	3,500
Aircraft Mechanic/Technician	3,500
Dental Hygienist	3,500
Airport Representative	3,500
Allied Health Care Professional	3,500
Assessor	3,500
Assistant Analyst	3,500
Assistant Bar Manager	3,500
Assistant Computer Programmer	3,500
Assistant Golf Professional	3,500
Assistant Housekeeping (Hotel - 400 Rooms plus)	3,500
Assistant Housekeeping Inspector	3,500
Scientist	3,500
Assistant Trust Officer	3,500
Auctioneer	3,500
Bank Operations Clerk	3,500
Director/Manager/Supervisor of Laundry Services	3,500
Beautician	3,500
Butcher	3,500
Charge Hand Rigger	3,500
Chief Securities Clerk	3,500
Communications Technician	3,500
Director/Manager/Supervisor of Housekeeping	3,500
Customer Relations Officer	3,500
Data Supervisor	3,500
Meat and Deli Merchandise/Buyer	3,500
Electrician Supervisor/Foreman	3,500
Executive Secretary	3,500
Explosives Technician	3,500
Flight Instructor	3,500
Foreign Exchange Clerk	3,500
Golf Professional	3,500
Harbour Pilot	3,500
Head Bartender	3,500
Director/Manager/Supervisor of Entertainment	3,500
Director/Manager/Supervisor of Sports	3,500
Horticulturist	3,500
Hotel Housekeeping Inspector/Supervisor	3,500
Industrial Electrician/Foreman	3,500

Instrument Technician	3,500
Jeweller	3,500
Laboratory Technician	3,500
Laboratory Technologist	3,500
Maintenance Supervisor/Foreman	3,500
Maitre D'	3,500
Marine Biologist	3,500
Marine Mammal Coordinator	3,500
Medical Representative	3,500
Personal Secretary	3,500
Personnel Officer	3,500
Petroleum Inspector	3,500
Pharmacist	3,500
Physiotherapist	3,500
Plumbing Supervisor/Foreman	3,500
Pyrotechnics Technician	3,500
Radiographer	3,500
Radiologist	3,500
Director/Manager/Supervisor of Rooms	3,500
Refinery Operator	3,500
Sales Clerk	3,500
School Principal or Headmaster	3,500
Senior Cash Custodian	3,500
Sheet Metal Works Foreman	3,500
Ship Broker	3,500
Sous Chef (including Executive Sous Chef)	3,500
Superintendent of Greens	3,500
Technologist	3,500
Tennis Professional	3,500
Tour Representative	3,500
Trainee Analyst	3,500
Trainer	3,500
Training Officer	3,500
Travelling Salesman	3,500
Treasury Assistant	3,500
Ultrasound Technician	3,500
Valet	3,500
Welder Supervisor/Foreman	3,500
Wine Steward	3,500
X-Ray Technician	3,500
Accounts Assistant	3,500
Interpreter/Translator	3,500
Liaison Officer	3,500
Mixologist	3,500
Mortician	3,500
Photographer	3,500
Purchasing Agent	3,500
Credit and Collection Clerk	3,500
Nurse	3,500
Assistant Controller	3,500
Assistant Night Supervisor	3,500
Assistant Food and Beverage	3,500
Director/Manager	
Assistant Manager (Casinos)	3,500
Assistant Manager (Administration)	3,500
Assistant Manager (Loans)	3,500
Assistant Managers	3,500
Assistant Treasurer	3,500

Accounts Receivable Supervisor	3,500
Aesthetician	3,500
Customs Coordinator	3,500
Group Reservations Supervisor	3,500
Service Technician	3,500
Telephone Operator Supervisor	3,500
Television Technician	3,500
Head Storekeeper (Hotels)	3,500

SCALE 5 - \$2,700

Assistant Maitre D'	2,700
Air Condition / Refrigeration Technician	2,700
Animal/Mammal Trainer	2,700
Assistant Chef	2,700
Assistant Housekeeper (Hotel300 - 400 rooms)	2,700
Bell Captain/Head Bell Captain	2,700
Boat Captain	2,700
Bookkeeping Clerk	2,700
Brick layer	2,700
Butler	2,700
Cabinet Maker	2,700
Cable Technician	2,700
Carpenter	2,700
Carpet Layer	2,700
Chef (including Pastry Chef)	2,700
Chef De Partie	2,700
Construction Labourer	2,700
Cook	2,700
Dining Room Captain	2,700
Disc Jockey	2,700
Draughtsman	2,700
Dry Cleaning Technician	2,700
Dry Wall Mason	2,700
Electrician	2,700
Electronic Technician	2,700
Elevator Technician	2,700
Entertainer/Comedian	2,700
First Mate	2,700
Flight Attendant	2,700
Front Desk Clerk/Cashier	2,700
Glazier	2,700
Governess (Child - Care)	2,700
Journalist	2,700
Journeyman	2,700
Laboratory Assistant	2,700
Mason	2,700
Masseuse	2,700
Mechanic	2,700
Milliner	2,700
Painter/Wall Finisher/Fabric Painter	2,700
Paymaster	2,700
Pipe Fitter/Plumber	2,700
Purchasing	2,700
Receptionist	2,700
Roofer	2,700
Safety and Fire Officer	2,700

Securities Clerk	2,700
Sheet Metal Worker	2,700
Social Hostess/Hostess	2,700
Steel Erector Worker	2,700
Stenographer	2,700
Steward	2,700
Telephone Operator	2,700
Teller	2,700
Tile Layer/Setter	2,700
Transfer Officer	2,700
Travel Agent	2,700
Truck Driver/Operator	2,700
Watchmaker/Repairman	2,700
Welder/Iron Worker and any other Tradesman or Technician not otherwise specified in these Regulations	2,700
Window Dresser	2,700

SCALE 6 \$2,000

Airline Pilot	2,000
Assistant Baker	2,000
Assistant Cook	2,000
Auto Body Repair Helper	2,000
Baker	2,000
Bus Driver/Operator Light Vehicle	2,000
Carpenter Helper	2,000
Cigar Roller	2,000
Croupier (Casino)	2,000
Custody Clerk	2,000
Dental Assistant	2,000
Dock Master	2,000
Dry Cleaning Assistant	2,000
Groomer (including Pet Groomer)	2,000
Head Houseman	2,000
Helicopter Pilot	2,000
Maintenance Man	2,000
Manicurist	2,000
Manufacturing/Factory Worker	2,000
Master Charge Clerk	2,000
Mechanic	2,000
Mechanic Helper	2,000
Oiler	2,000
Pedicurist	2,000
Plumber Helper	2,000
Presser	2,000
Pricing Clerk	2,000
Radio Dispatcher	2,000
Receiving Clerk	2,000
Security Officer	2,000
Self Employed Domestic Worker	2,000
Self Employed Labourer	2,000
Tour Guides	2,000
Trainee Operator	2,000
Travel Agent	2,000
Typist	2,000
Upholsterer	2,000

SCALE 7 - \$1,350

Agricultural assistants	1,350
Animator	1,350
Artist (including Sign Painter, Lithographer, Floral)	1,350
Assistant Bell Captain	1,350
Bartender	1,350
Beautician - Hair Stylist	1,350
Shirt Presser	1,350
Commercial Fisherman	1,350
Construction Helper	1,350
Cosmetologist	1,350
Deckhand	1,350
Diver (other than a Certified Scuba Diver)	1,350
Food Checker/Cashier	1,350
Gardener	1,350
Gas Station /Fuel Depot Attendant	1,350
General Worker – Unskilled	1,350
Gentle Organizer (GO)	1,350
Handyman	1,350
Janitor	1,350
Labourers	1,350
Live-in Housekeeper	1,350
Mason Helper	1,350
Musician	1,350
Freelancer (Genealogy-Education)	1,350
Seamstress	1,350
Barber	1,350
Shoe Cobbler	1,350
Tailor	1,350

SCALE 8 - \$1,000 or less

Bellman	700
Dancer	400
Domestic Worker	400
Farm Labourer	400
Farmer	150
House Keeper	400
Kitchen Helper	400
Launderer	400
Live in Caregiver for Elderly	400
Minister of Religion	300
Pool Attendant	700
Store clerk	700
Waiter/Waitress	400

Registered Charitable Organisation \$150

All other Government Sanctioned Non-Profit and Civic Organisations and Sporting Bodies 500

Statutory Bodies \$500 plus non-refundable \$150 administrative Fee

Teachers \$150 administrative fee to be

	paid for each year
Fast Track 7 days service	\$500 each plus \$150 administrative Fee
Endorsement of Spouse or Child	\$500 each plus \$150 administrative fee
Miscellaneous - skilled	\$9,500
Miscellaneous - semi-skilled	\$4,700
Miscellaneous - unskilled Worker	\$1,350
Work Permit Fee Penalty - for failure to apply prior to work permit expiration	\$250
Repatriation fee	\$500 non-refundable
Temporary Work Permit	
Temporary Work Permit – Regular	\$750
Extension Temporary Work Permit - Regular	Free
Fee per Band Member for groups perming at commercial events	\$250
Fee per person performing at a religious, registered charity, island festival event	\$25
Extension of Visitor’s permission to be in Islands	\$50
Attendance fees for immigration officers	\$15 an hour outside normal working hours
Application for search of records	\$50 non-refundable administrative fee”.

MADE this 29th day of March 2016.

ANYA WILLIAMS
ACTING GOVERNOR

EXPLANATORY NOTE

(This Note is not part of the Regulations)

The purpose of the Regulations is to supplement the Immigration Ordinance, set out procedures and specify forms for various requirements of the Ordinance.

REGULATIONS

PART I - Preliminary

Regulation 1 sets out the citation of the regulations.

Regulation 2 defines certain expressions used in the Regulations.

PART II- Control of Entry

This part provides for entry and departure into and from the Islands.

Regulation 3 requires the local agent of ships and aircraft arriving on the Islands to give not less than 24 hours' notice of its arrival in respect of a ship, and not less than one hour notice in respect of an aircraft; and such information about the passengers and crew as may be required by the Director of Immigration. It is an offence not to comply with this requirement.

Regulation 4 requires the master or commander of a ship or aircraft arriving in the Islands to give an immigration officer certain information at least 30 minutes before the ship or aircraft arrives. This information includes the names and particulars of passengers and crew, including whether they are completing their journey on the Islands and details of their visa if they are required to have one. The list can be in electronic form or hard copy. It is an offence not to comply with these requirements.

Regulation 5 makes it an offence for the master of a ship or commander of an aircraft to permit a person on board the ship or aircraft to enter the Islands till permission to do so has been given by an immigration officer. It is an offence to contravene this requirement, but it is a defence to show that there was an emergency.

Regulation 6 imposes a financial penalty on the owner of a ship or aircraft from which a person seeking to enter the Islands does not have the necessary immigration document or visa.

Regulation 7 requires every passenger arriving in or leaving the Islands to deliver to an immigration officer an entry and departure card (see Schedule 1 for the Form). Ship and aircraft owners must provide the cards at their own expense. It is an offence to make a false statement on the card.

Regulation 8 Every person entering or leaving the Islands must produce to an immigration officer a passport, visa or other form of evidence of nationality and permission to enter the country, and a ticket for travel to another country.

It is an offence not to produce such a document. It is also an offence to alter a such certificate or document.

Regulation 9 introduces Schedule 2 which specifies countries and territories whose nationals do not require a visa to enter the Islands. All other persons require a visa. There are exceptions for persons who hold a residence or work permit or who are lawful residents of the UK, USA or Canada or have a visa for travel to those states.

Regulation 10 requires the local representative of every ship or aircraft departing from the Islands to provide the Director not later than 30 minutes before the departure of the ship or aircraft with lists containing information about all persons on the ship or aircraft. It is an offence to fail to comply with the requirement.

Regulation 11 imposes a duty on the person in charge of a ship or aircraft which arrives from outside the Islands to notify an immigration officer if a person on the ship or aircraft fails to continue the journey from the islands where there is a reasonable presumption that the person has remained on the Islands. Failure to give notification is an offence.

Part III – Permanent Residents

This Part provides for Permanent Residence Certificates. Provisions relating to these are at **regulations 12 to 19**.

Regulation 13 sets out the requirements for the issue of a Permanent Residence Certificate.

PART IV- Residence and Home Owner's Permits

This Part makes provision for Residence and Home Owner's Permits.

The Home Owner's Permit is a new category of permits and the provisions relating to this permit are at **regulations 29 to 32**.

PART V – Work Permits

This Part makes provision for Works permits. The categories of work permits are the self-employed person's work permit, the employed person's work permit, the Freelancer's work permit and the temporary work permit.

Regulations 33 to 38 makes provision for the self-employed person's work permit and **regulations 39 to 49** for the employed person's work permit, including the labour clearance procedure.

Regulation 50 makes provision for a Freelancer's Work Permit. This permit is meant for persons who have graduated from a secondary school in the Islands who do not qualify for a Permanent Residence Certificates to apply for a Freelancer's Work permit to enable them to work in the Islands.

Regulation 51 provides that if an employee working by virtue of a work permit ceases to be employed, the employer must notify the Commissioner of

Labour. The employer must also provide evidence of the arrangements made for the employee and his dependants to leave the Islands.

Regulation 52 applies if a work permit is endorsed for the holder to be employed by a particular employer. If the employment ceases before the expiry of the permit, the holder must present the permit to the Commissioner for cancellation within seven days of the employment ceasing. It is an offence for the holder to fail to do so.

Regulations 53 to 54 makes provision for temporary work permits.

PART VI-General

This Part provides for the General provisions and includes **regulation 55** which requires the holder of a permit or certificate which has ceased to be valid or is revoked to present the document to the Director or Commissioner to be cancelled.

Regulation 56 provides for the requirement of biometric authentication including testing for DNA and taking of fingerprints

Regulation 57 enables the appropriate authority to require the payment of a repatriation fee on the issue of a permit. The fee may be used to defray any costs incurred in relation to the detention etc. or removal of the permit holder from the Islands. **Regulation 58** provides for the Fee Schedule.

SCHEDULES

Schedule 1 sets out the Entry and Departure Card.

Schedule 2 sets out the list of Countries and Territories whose Nationals or Citizens do not require Visas for entry into the Turks and Caicos Islands.

Schedule 3 sets out the forms relating to Permanent Residence Certificates.

Schedule 4 sets out the forms relating to Residence and Home Owner's Permits.

Schedule 5:sets out the forms relating to Work Permits, including the Freelancer's Works permit and the Temporary work permit.

Schedule 6 sets out the Forms relating to Endorsement and the Endorsee Identification Card

Schedule 7 sets out the respective fees required to be paid in the Regulations.