

Applying for a  
British Overseas  
Territory (Cayman  
Islands) passport

Helping you fill in  
the application form

## Contents

Things you need to know	1	What you need to include with your form	11
How to fill in each section of your application form	2	Once you've filled in your application	12
Section 1: What type of passport are you applying for?	2	Passport fee	12
Adult application	2	How to pay	12
Child application	2	Where to submit	12
Renewal	2	Delivery information	12
First BOT passport	2	Contact us	12
Replacement	2	Appendix	
Extension	2	Appendix 1 – What documents do you need	
Changes	2	Appendix 2 – Passport Fees	
Sections to fill in	3	Appendix 3 – Countersignatories	
Section 2: Who is the passport for?	4	Appendix 4 – Passport Photo Requirements	
Section 3: Details of previous and current passports held	5		
Section 4: Parents' details	6		
Section 5: Certificate of registration or naturalisation	7		
Section 6: Children aged 12 to 15	7		
Section 7:	7		
Section 8: More information	8		
Section 9: Declaration	8 & 9		
Section 10: Countersignature	10 & 11		

## Things you need to know

### Get it right

This guidance is for British Overseas Territories Citizen applicants **residing** in the Cayman Islands, using the BOT Passport Application Form.

BOTCs who reside **OUTSIDE** the Cayman Islands are to visit [www.gov.uk](http://www.gov.uk) to apply for the renewal, replacement or first time application of a BOTC-Cayman Islands Passport. After completing the form online, print the form and include the supporting documents requested, then courier to Her Majesty's Passport Office in the United Kingdom to the address provided on the printed form.

- ★ Print BOT Passport Application Form on single side **ONLY**, double sided forms will **NOT** be accepted;
- ★ Print BOT Passport Application Form on High Quality paper – **DO NOT** use recycled paper;
- ★ **DO NOT** adjust the size of the form when printing Print BOT Passport Application Form on **8.5"x11"** **Letter Size Paper ONLY**;
- ★ Print BOT Passport Application Form **only after confirming** that the four corner markers are displayed within the margins.
- ★ **IMPORTANT:** After printing the BOT Passport Application Form, **DO NOT** make photocopies of the form. **ONLY PRINT FORM DIRECTLY** from [www.immigration.gov.ky](http://www.immigration.gov.ky)
- ★ **IMPORTANT: Use ONLY Black Ballpoint Ink - Black Ballpoint Ink is the same as Black Biro Ink.**
- ★ **DO NOT** bend, fold, crease or tear
- ★ **DO NOT** use staples, paperclips, glue or whiteout on either the application form or the photographs
- ★ Any mistakes made must be crossed out neatly and initialed. A maximum of three (3) corrections per line will be accepted
- ★ **DO NOT** purchase tickets for travel or apply for visas until you have received your passport.
- ★ **WE CANNOT** accept responsibility for travel booked before your passport arrives. We do our best, but cannot guarantee the return of your passport within a certain time.
- ★ **IMPORTANT:** Applications will take at least 6 weeks to process, however during the summertime anticipate the processing time to be at least 8 weeks, therefore ensure you have planned your travel accordingly.

Provide an email address and contact telephone number

so that we can contact you quickly if we need extra information to help us progress your application.

If there are any details that you are not able to fit in the boxes on the application form, use the boxes in section 8 of the form to provide the information in full.

### When can I renew my passport?

You can renew your passport whenever you want. You do not have to wait for it to run out. We will add any period that your passport has left to run (in whole, up to nine (9) months), to your new passport.

### Some of the boxes are small, can I write outside them?

No. See the example below

#### First and middle names

J	O	H	N	J	A	M	E	S			
---	---	---	---	---	---	---	---	---	--	--	--

#### Signature - (keep within the border)


--

### I've made a mistake on the form, what should I do?

Cross out any mistakes. Do not use correction fluid. If you make more than three mistakes on any line or do not provide a clear signature in section 9, you will need to fill in a new form.

### Do I need to provide photos?

Yes, two photos. If your photos don't meet our guidelines your passport will be delayed.

### Will I need an interview?

You will be advised accordingly.

### Do all applications need a countersignatory?

No. Check page 10 to find out if you need one.

### What documents should I provide to support the application being submitted?

Supporting documents depend on the individual's circumstances and their eligibility of the BOT passport.

# How to fill in each section of your application form

## Section I: What type of passport are you applying for?

### Get it right

- If you have previously held a British Overseas Territories Citizen (Cayman Islands) passport as an adult or child that was issued for five or ten years, it isn't damaged and you don't need to change any personal details, you need to apply for a **renewal**.
- You can't renew an expired 'old blue' style passport. This is a passport with a dark blue/black cover that was issued up until the early 1990s. You must apply as a first-time applicant and send the 'blue' passport to us with your **original** supporting documents.
- Put a cross in the Child box for under 16. Put a cross in the Adult box if you are 16 or going to turn 16 within two weeks.
- Put a cross in the relevant 'Changes to your existing passport' box. We will send you a new passport and you should pay the same as if you were renewing your passport.

### First BOT passport

This applies if you have never had a British Overseas Territories Citizen (Cayman Islands) passport before or you were previously only included as a child on someone else's passport. This includes those who were not British at birth but have gained naturalisation or registration as a British national and are applying for their first British Overseas Territories Citizen (Cayman Islands) passport.

### Replacement

This applies if you want to replace a British Overseas Territories Citizen (Cayman Islands) passport that has been lost, stolen or damaged.

### Extension

Not applicable to the Cayman Islands.

### Changes

This applies to a change in your name, or photo (including where you cannot be recognised from your current passport photo)-.

### Adult application

An adult is 16 or over. If you are going to turn 16 within two weeks, put a cross in the Adult box. Adult passports are normally valid for 10 years.

### Child application

A child is under 16 years of age. Child passports are normally valid for five years.

### Renewal

This applies if your existing undamaged British Overseas Territories Citizen (Cayman Islands) passport, your name and British Overseas Territory national status has not changed. If you are renewing a Child's passport, put a cross in the Child box if they are under 16 or Adult box if they are 16 or over. (Please see 'Changes', if your appearance has changed).

## Sections to fill in

Type of customer	Sections of the form to fill in
Everyone	Sections <b>1, 2, 3, 5, and 9</b>
Renewal – Adult	Fill in sections <b>1, 2, 3, 5 and 9</b> . The countersignatory must fill in section <b>10</b> if you can't be recognised from the photograph in your current passport and they must sign one of your passport photos.
Renewal – Child	Sections <b>1, 2, 3, 4, 5 and 9</b> . Section <b>6</b> if the child is aged 12 to 15. The countersignatory must fill in section <b>10</b> if the child is aged 11 or under or if the child can't be recognised from the photograph in their current passport and they must sign one of your child's passport photos.
First British Overseas Territories Citizen (Cayman Islands) passport – Adult	Sections <b>1, 2, 3, 4, 5 and 9</b> . The countersignatory must fill in section <b>10</b> and sign one of your passport photos.
First British Overseas Territories Citizen (Cayman Islands) passport – Child	Sections <b>1, 2, 3, 4, 5 and 9</b> . Section <b>6</b> if it applies. The countersignatory must fill in section <b>10</b> and sign one of your child's passport photos.
Replacement – Adult or Child	Sections <b>1, 2, 3, 4, 5 and 9</b> . Section <b>6</b> if it applies The countersignatory must fill in section <b>10</b> and sign one of your passport photos.
Changes to your existing passport	Sections <b>1, 2, 3, 5 and 9</b> . Sections <b>4 and 6</b> if they apply.

## Section 2: Who is the passport for?

### Get it right

- Include middle names in the name section – the name you enter should match your birth certificate or previous passport. If it doesn't, it could delay your application.
- If you do not have enough space to write your name or contact details (for example, you have a long surname, or a long address, postcode, telephone number or email address), please use section 8 of the application form.

### Names to be shown on your passport

- Please enter the name of the person who the passport is for.
- The name that is shown on the passport should be the name that is used for **all purposes**.
- We can add a limited number of titles to your British Overseas Territories Citizen (Cayman Islands) passport - contact our office for further details.
- Enter names under 'surname' and 'first and middle names' that appear on your supporting documents such as your birth certificate and/or previous passport.



#### UNITED KINGDOM REQUIREMENT

**If your other nationality passports states a name different than the name which currently appears in your BOTC-Cayman Islands passport or on your Naturalisation, Registration or Birth Certificate; then we will ask that you align ALL travel documents to show the same name. This alignment must be completed before we are able to accept an application for the issuance or renewal of a BOTC-Cayman Islands passport.**

- The personal details section of the passport can only include up to 30 characters (including spaces) for first and middle names and a further 30 characters for surnames. If your names are longer, please shorten them in a way you would want them to be shown on your passport. You should then write your full name in the space in section 8 of the form. We will add your full name on the observation page on your passport. We may need supporting evidence of your request.

- If you have recently changed your name, enter your name as it is now.
- Special characters and accent marks on names cannot be included on British Overseas Territories Citizen (Cayman Islands) passports.

### Change of name in passport

- If you are changing your name, put your new name in the 'Surname' and 'First and middle names' boxes and put your previous names in the 'Maiden or all previous names boxes'.
- Provide proof of your change of name if this is different from your supporting documents.

Send proof to support every name change. This applies if you have recently been married and you want your passport to be in your new name.

- List all of your maiden or previous names that you have been known by (surname first and then first and middle names). Leave a space between each name and if they won't fit in the boxes, you should write them in full in section 8.

### Current address

- Give your full residential address (where you live) including district, island and postcode (where applicable).

### Gender

- Put a cross in the relevant box to say whether you (or your child) are male or female.

### Place of birth

- Give the names of the town and country you were born in as shown on your birth, OR registration or naturalisation certificate.

### Contact details

- Please give as many contact details as possible and make sure the information is accurate as we may need to contact you about your application. If you don't include an email address and mobile phone number, it may delay your application.
- To make sure our emails don't get missed in your spam folder, check your spam or junk folder regularly, or adjust your spam filter settings.

## Section 3: Details of previous and current passports held

### Get it right

Everyone must fill in Part A

#### Uncancelled passports

In part B, enter details of all un-cancelled BOT passports that you are submitting to us.

A cancelled passport has the top right-hand corner of the cover and or pages cut. An un-cancelled BOT passport has not been cancelled by its issuing authority. This may include:

- an expired passport
- passports you are or were included on (for example, as a child);

#### Lost or stolen

You must only fill in part C if your or your child's current passport has been lost or stolen.

- Give us the details that you can about your or your child's lost or stolen passport, even if you have already told us that your passport has been lost or stolen.
- You do not have to fill this section in full if you don't know some of the details.

You must report the loss or theft of your passport as soon as possible, even if you don't want to replace it immediately. If your passport is lost or stolen you should:

- Present yourself with a form of identification (Driver's Licence or Voter's Registration ID) to your local passport authority to obtain the said passport number, date of issue and date of expiry of the passport which is to be reported lost/stolen. Then, report the incident to the local police so you can get a police/incident report. You will need the original report in order to obtain a replacement travel document.
- Complete an LS01 form and return it to HM Passport Office via your designated local passport authority.
- Submit the LS01 form with a passport application form if you want to apply for a replacement passport at the same time as reporting it lost or stolen.

If you later find the passport which you reported lost or stolen, you must return it to us. You will no longer be able to use the passport. You may also be held by the immigration authorities or the police, if you try to do so.

For security reasons, any passport which is found by a third party, such as the Police, should be returned to your designated local passport authority for cancellation and destruction.

## Section 4: Parents' details

### Get it right

You need to fill in this section if:

- you are applying for your first adult British Overseas Territories citizen passport
- you are applying to replace a British Overseas Territories citizen passport that has been lost, stolen or damaged
- the passport you are applying for is for someone aged 16 or under

Give all the details for both parents of the person named at section 2 of the application form.

For nationality purposes, parents are defined in law as 'mother' and 'father'. Nationality by birth cannot always be gained through either parent's national status, therefore, it is important that details of both parents are entered on the form.

If both parents were born after 31 December 1982, or were both born outside the Territories, please give the following details in section 8 of the application form. Either:

- the full name, town, country of birth and date of marriage of your mother's parents and your father's parents, or
- details of your parents' claim to British nationality.

### Assisted reproduction

When a child is born of assisted reproduction treatment or surrogacy these cases should be brought to the attention of your local passport authority for guidance.

Step-parents and others taking a parental role that are not defined as either a 'mother' or a 'father' for nationality purposes must not fill in their details in section 4.

### Adoption

When a child is adopted in the Cayman Islands, nationality can be gained through either parent. Please provide details of parents in section 4.

---

## Section 5: Certificate of registration or naturalisation

### Get it right

You must put a cross in the 'No' or 'Yes' box.

The 'No' box applies if the person named in section 2 has been a British Overseas Territories Citizen (Cayman Islands) since birth. You do not need to fill in any more details in this section.

The 'Yes' box applies if the person named in section 2 has been granted a certificate of registration or naturalisation by the designated authority. Provide details from the certificate of registration or naturalisation here.

---

## Section 6: Children aged 12 to 15

### Get it right

A child applicant aged 12 to 15, or a child who will turn 12 within two weeks, needs to sign this section. The person giving permission as a parent must still sign section 9 of the form.

If your child is not able to sign the form, you should:

- leave this section blank; and
- tell us in section 8 and attach a covering letter explaining why the child cannot sign. This can be written by the parent, the child's legal guardian or doctor, if the child has a medical condition.

---

## Section 7

Please do not write in this section. We have left it blank deliberately.

## Section 8: More information

### Get it right

Most people will not need to fill in this section. The examples below show when you should give us extra information using this section.

- Names or contact details, including email address and telephone number that you were not able to fit in the boxes in section 2.
- Tell us which country's passport your countersignatory holds and his or her email address.
- If you change your name after getting married but you want to continue to use your maiden name for professional purposes tell us in section 8 of the application form and we will add a note on the observation page of your passport showing your maiden name.
- Grandparents' details if both parents named in section 4 were born after 31 December 1982 or were born abroad.
- If your passport is damaged, explain briefly how it was damaged.
- If a signature could not be provided in section 6 or 9, tell us in section 8 and attach a letter of explanation from an appropriate person such as a parent (for section 6) or a doctor, legal guardian or social worker.
- If the application is for a child and you have parental responsibility, you should say if you have enclosed any court orders that relate to the child's residence in, contact with or removal from the Cayman Islands.

### If you need more space

- If there is not enough space in section 8, please include any extra information on a blank sheet of paper. You should sign this and include it with your application form.

## Section 9: Declaration

### Get it right

- Before you fill in and sign the declaration, read the form again to make sure that the information you have given is correct.
  - Fill in this section if you are 16 or over and are applying for:
    - your own passport
    - a passport for the child named in section 2,
- or
- someone who cannot sign and you are signing on their behalf.
- Read points 1 to 9 in the declaration section of the form before you date and sign.
  - If you are applying for a child, give your full name.

## People applying under age 18

If you are 16 and over, or you will turn 16 within two weeks, sign the declaration yourself. You don't need permission from a person with parental responsibility.

For applicants with a learning disability who cannot understand the consequences of signing the declaration in section 9, someone with parental responsibility should give their permission. Please use section 8 of the form to explain why the applicant cannot sign the declaration.

## Parental responsibility

A child under 16 must have permission from a person with parental responsibility. If a child's parents are married, both parents must give permission; one by signing the application at Section 9 and the other in the form of a [consent letter](#), along with a form of identification - Driver's Licence, Voter Registration ID, etc., if they were:

- married at the time of the child's birth or
- married at any time after the child's birth.

If the child's parents are not married, the mother can give permission. The father can sometimes give permission but usually only if he:

- has a parental responsibility order or agreement (which must be sent with the application)
- is named on the birth certificate (which must be sent with the application), and the birth was jointly registered

If the child's nationality claim is through Paternity Regulations, then the father must give permission by way of consent letter and Driver's Licence, Voter Registration ID or Passport as identification and proof of his signature.

If a child has been adopted, either adoptive parent can give permission.

If parents are divorced, a custody order or maintenance order will not automatically take away the parent's parental responsibility.

If there is an ongoing custody case or a dispute about parental responsibility of the child, we may refuse to deal with the application if someone with parental responsibility has made an objection to the child having the passport. If the child is the subject of an ongoing custody case, we are unlikely to issue a passport without the express permission of both parents or on the direction of a Cayman Islands court. If we have already issued a passport to a child after an application has been made by one parent, the other parent or anyone else with parental responsibility cannot apply for a separate passport for that child – consent of the parent who originally applied must be provided before a replacement passport application can be considered.

Again, if we have issued a passport in good faith, we would not usually cancel that passport without the permission of both parents and a Court Order.

## If you cannot sign the declaration:

- ask the person filling in the application form on your behalf to sign the declaration; and
- tell us in section 8 and attach a covering letter to explain why you cannot sign. This is normally done by the person filling in the application form on your behalf. Your passport will note that the holder does not have to sign.

For more advice or if the person with parental responsibility is not able to give permission, please see page 12 for ways to contact us.

## Section 10: Countersignature

### ✓ Get it right

A 'countersignatory' will need to fill in this section if you are applying:

- for a first British Overseas Territories Citizen (Cayman Islands) passport
- to replace a lost, stolen or damaged passport
- to renew a child passport (if the child is aged 11 or under), or
- to renew a passport (adult or child) if you cannot be recognised from the photograph in your current passport.

### Countersignatories

- A countersignatory is someone who can confirm your identity. They need to confirm that, to the best of their knowledge, the details you have given in your application are correct, and they must also confirm that the photograph is of you.
- For child applications (aged under 16) it is also to confirm that they have known, for at least two years, the adult who signed the declaration in section 9 of the application form. They must also confirm that the person has parental responsibility for the child (refer to your local passport authority for guidance) and confirm the child's photo.

### The countersignatory must:

- be a professional person (including those who are retired) for example, bank or building-society officials, police officers, civil servants, ministers of religion and people with professional qualifications like teachers, accountants, engineers and solicitors – you can find a full list at Appendix #3 below,
- have known you personally for at least two years, and
- hold a British, Irish or other EU, US, or Commonwealth passport (in that order of preference) which has not yet expired. We will be able to process applications more quickly where the countersignatory has a British passport.
- if you cannot comply with the countersignatory requirements your application may be delayed. You must provide a full explanation in Section 8 and we will contact you, using the details on your application form, to agree a way forward.
- tell us which country's passport your countersignatory holds, and his or her

email address.

### The countersignatory needs to:

- read through the completed application form to make sure the information is accurate
- fill in section 10 of the form, giving their passport number, and then sign the box
- give their business address (or private address if this does not apply) and contact details, including an email address in section 8 of the passport form
- for an adult application, 'certify' one (not both) of your photographs – signing and dating one of the photographs as shown in the example below
- for a child application under 16, confirm that they have known the adult who signed the declaration in section 9 of the application form for at least two years, and certify the photograph (giving the child's full name), signing and dating it as shown in the example below and
- put their initials next to any mistakes they may make in section 10.



### The countersignatory must not:

- be related to you (by birth or marriage)
- be in a personal relationship with you
- be a commercially employed agent helping the applicant to apply for a passport
- live at your address, or
- work for us at HM Passport Office or Passport & Corporate Services Office

## What we do with the details of the countersignatory

As part of our work we will check that the countersignatory is genuine. This may include checking their passport and other records to confirm their identity and their profession or professional qualification.

Please make sure that your countersignatory knows that we may contact them and carry out these checks.

We may ask you to provide another application form with a different countersignatory if we are not satisfied with your choice of countersignatory or if we cannot contact them.

### Get it right

What you need to include with your form  
Please see the supporting documents guidance at Appendix#1. Please study this guidance carefully to make sure that you submit the right documents. Your application may be delayed if you don't submit the right documents.

- Unless stated, we do not accept photocopies or certified copies of documents, or documents that have been laminated.
- If you need to submit a birth certificate, it must be a full birth certificate. (This is one that contains the details of both you and your parents).
- If any document you are providing is in a language other than English, also provide an official translation.

To replace Birth and Marriage Certificates issued in the Cayman Islands, go to [www.ciregistry.gov.ky/](http://www.ciregistry.gov.ky/)

## Once you've filled in your application

### Passport fee

Please see fee schedule at Appendix#2

The British Overseas Territories Citizen (Cayman Islands) passport stays the property of the Crown, not the person who holds it.

### How to pay

You must pay in KYD or USD using cash, local cheque or Debit or Credit Card where applicable.

### Where to submit

All applications for BOTs in the Cayman Islands must be submitted to:

Passport & Corporate Services Office

122 Elgin Avenue, George Town

Grand Cayman, Cayman Islands.

Applications will be forwarded to Her Majesty's Passport Office via courier for printing.

For residents of Cayman Brac and Little Cayman, please submit applications to District Administration, Cayman Brac.

### Delivery information

Your new passport will be returned to the Cayman Islands Passport & Corporate Services Office for collection.

## Contact Us

We will need to ask your personal information to verify your identity when you contact us to check the progress of your application form.

### Passport Advice:

Passport & Corporate Services Office  
122 Elgin Avenue, Sussex House Building  
George Town, Grand Cayman  
Cayman Islands

**Email:** [passport&corporate@gov.ky](mailto:passport&corporate@gov.ky)

**Tel:** 345 949 8344

345 943 7678

# APPENDIX

## I. What documents will you need?

**ORIGINAL DOCUMENTS** are always required for first time applications or to replace a lost or stolen passport. **In addition to the documents listed under the section you are applying under, please ensure you also present an original identification – Driver’s Licence, Voter’s Registration ID or a passport for other nationality, if applicable.** We cannot accept photocopied documents. The documents we require are listed below and cover those needed in most cases. In some cases where citizenship is not fully established, we may require further evidence.

Please make sure that any documents in a language other than English have a translation attached to them, signed by a translator and authenticated by an official stamp.

Documents required are listed under the following four categories:

1. Born in the Cayman Islands before 1 January 1983.
2. Born outside the Cayman Islands before 1 January 1983
3. Born or adopted in the Cayman Islands after 31 December 1982
4. Born outside the Cayman Islands after 31 December 1982.



### **IMPORTANT**

**If you are the holder of a British Citizen or ANY OTHER nationality Passport, please bring this document when submitting the British Overseas Territories Citizen – Cayman Islands Passport.**

**We need to verify that the details in the other Passports are exactly the same as what will be placed in the BOTC – Cayman Islands, Passport.**

**We will photocopy the data page of the Passports and return to you when the submission process is completed.**

## **(1) BIRTH IN THE CAYMAN ISLANDS BEFORE 1 JANUARY 1983**

Full birth Certificate

## **(2) BORN OUTSIDE THE CAYMAN ISLANDS BEFORE 1 JANUARY 1983**

If your father was born in the Cayman Islands:

- Your birth certificate showing parent’s names
- Your parents’ marriage certificate
- You father’s birth certificate

## **(3) BORN OR ADOPTED IN THE CAYMAN ISLANDS AFTER 31 DECEMBER 1982**

### **Born in The Cayman Islands**

(A) Your birth certificate showing parent’s names

(B) Your mother’s birth certificate if she was born in the Cayman Islands

**OR**

(C) Your father’s birth certificate if he was born in the Cayman Islands and your parent’s marriage certificate.

**OR**

(D) If neither parent was born in the Cayman Islands, evidence that the mother is a British Overseas Territories citizen or similar evidence that the father is British Overseas Territories citizen and your parent’s marriage certificate.

**OR**

(E) If parents are not British Overseas Territories citizens, evidence that at the time of the birth they possessed Caymanian Status or Permanent Residence.

### **Adopted in The Cayman Islands**

If you were adopted in the Cayman Islands after 31st December 1982 : Full adoption certificate, showing names of adoptive parent(s) and documentary evidence as at B or C or D above that the adoptive parent was a British Overseas Territories citizen.

## **(4) BORN OUTSIDE THE CAYMAN ISLANDS AFTER 31 DECEMBER 1982**

If you were born abroad after 31 December 1982 and one of your parents is a British Overseas Territories citizen: Your full birth certificate showing your parents’ names.

**AND ONE OF THE FOLLOWING:**

If your mother was born in the Cayman Islands her birth certificate.

**OR**

If your father was born in the Cayman Islands his birth certificate and your parent’s marriage certificate.

**OR**

If neither of your parents were born in the Cayman Islands, evidence that your mother is a British Overseas Territories citizen otherwise than by descent, e.g. Registration or Naturalization certificate.

**OR**

Similar evidence that your father is a British Overseas Territories citizen, otherwise than by descent, and your parent’s marriage certificate.

## **(5) REGISTRATION AND NATURALIZATION**

If you are a British Overseas Territories citizen of the Cayman Islands by Registration or Naturalization:

Your Registration or Naturalization document.

## CHILD BORN OR ADOPTED AFTER 31 DECEMBER 1982

### If child born in the Cayman Islands

#### Child's full birth certificate showing parent's names, plus

**A** If mother born in the Cayman Islands her birth certificate

**B** If father born in the Cayman Islands his birth certificate and marriage certificate

**C** If neither parent born in the Cayman Islands evidence that the mother is a British Overseas Territories citizen or similar evidence that the father is a British Overseas Territories citizen and his marriage certificate  
If parents are not British Overseas Territories citizens, evidence that at the time of the birth, they possessed Caymanian Status or Permanent Residence.

#### If the child adopted in the Cayman Islands

Full adoption certificates showing names of adoptive parent(s) and documentary evidence as at A, B or C above that the adoptive parent was a British Overseas Territories citizen.

#### If child born outside the Cayman Islands

Child's full birth certificate showing parents name, plus documentary evidence as at A,B or C.

**D** If neither parent born in the Cayman Islands, evidence that the mother is a British Overseas Territories citizen otherwise than by descent e.g. registration or naturalisation certificate; or similar evidence that the father is a British Overseas Territories citizen otherwise than by descent, and his marriage certificate

#### If a child is a British Overseas Territories citizen by registration

Child's registration document

## CHILD WHOSE NAME HAS BEEN CHANGED

### If child's name has been changed (otherwise than by adoption):

\* Their documents as listed above, and

\* documentary evidence that the child's name has been changed for all purposes (e.g. deed poll, statutory declaration).

#### Footnote: How to obtain birth or adoption certificates.

If the child was adopted in the Cayman Islands, or born in the Cayman Islands the relevant certificate can be obtained from the Registrar General's Office, Grand Cayman.

**The issue of a Cayman Islands Passport DOES NOT confer the right of abode in the Cayman Islands.**

## 2. Passport Fees

### PASSPORT & CORPORATE SERVICES OFFICE FEES

CAYMAN ISLANDS PASSPORTS	
ADULT	\$ 100.00
CHILD	\$ 75.00

CALL-OUT FEES FOR EMERGENCY OPENING OF OFFICE	\$ 75.00
---	----------

## 3. Countersignatories

The countersignatory must:

- have personally known the person applying for at least 2 years
- be able to identify the person applying, eg they're a friend, neighbour or colleague (not just someone who knows them professionally)

They can't be closely related or involved with the person applying, eg:

- related by birth or marriage
- be in a relationship or live at the same address as the person applying

Countersignatories must work in (or be retired from) a recognised profession or be 'a person of good standing in their community', eg:

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- commissioner of oaths
- councillor, eg local or county
- civil servant (permanent), but not someone who works for Her Majesty's Passport Office (HMPO)
- dentist
- director/manager/personnel officer of a VAT-registered company
- engineer - with professional qualifications
- financial services intermediary, eg a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion - including Christian Science
- nurse - RGN or RMN
- officer of the armed services
- optician
- paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- person with honours, eg an OBE or MBE
- pharmacist
- photographer - professional
- police officer
- Post Office official
- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent - qualified
- valuer or auctioneer - fellows and associate members of the incorporated society
- Warrant Officers and Chief Petty Officers

#### 4. Passport Photo Requirements

You must make sure that the two (2) photos for your passport meet all the rules – your application might be delayed if you don't.

##### Photo Size

Your photos must be professionally printed and 45 millimetres (mm) high by 35 mm wide.

**You can't use photos that have been cut down from larger pictures.**

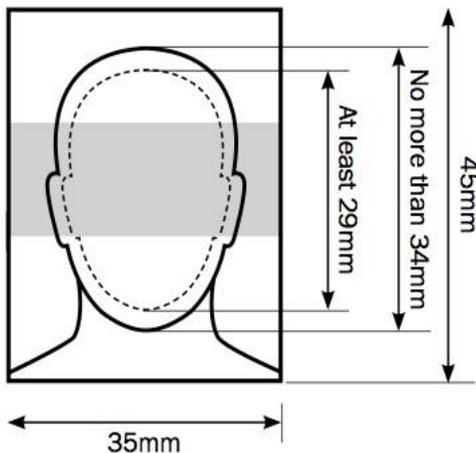
**The photos must be:**

- in colour on plain white photographic paper
- taken against a plain cream or light grey background
- identical
- taken within the last month
- clear and in focus
- not torn and without creases
- unmarked on both sides (unless a photo needs to be countersigned)
- unaltered by computer software

##### The image of you

Your photos must show a close-up of your full head and shoulders. It must be only of you with no other objects or people.

The image of you – from the crown of your head to your chin – must be between 29mm and 34mm high (see example below).



##### Photos of children

Children must be on their own in the picture. Babies must not be holding toys or using dummies.

Children under 6yrs of age don't have to be looking directly at the camera or have a neutral expression.

Children less than 1 year old don't have to have their eyes open. If their head is supported by a hand, the hand mustn't be visible in the photo.

**Your photos may be rejected unless they show you:**

- facing forward and looking straight at the camera
- with a neutral expression and your mouth closed (no smiling or grinning)
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious or medical reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glasses frames or hair
- without any 'red eye'
- without any shadows in the picture

##### Photo Do's & Don'ts

