

Mailing Address:

Immigration Department
Government of the Virgin Islands
P. O. Box 2299
Road Town, Tortola VG1110
British Virgin Islands

Fax: (284) 494-4399



GOVERNMENT OF THE VIRGIN ISLANDS
Immigration Department

Physical Address:

Immigration Department
Government of the Virgin Islands
RJT Edifice Building, 2nd Floor
Road Town, Tortola VG1110
British Virgin Islands

Tel.: (284) 468-4705

ATTENTION! APPLICANT MUST COMPLETE THIS SECTION	NAME (Mr. / Mrs. / Ms.): _____
	IMMIGRATION FILE NO.: R _____ WORK PERMIT NO: _____ <i>(Immigration no. written in passport MUST be included.)</i>
	SOCIAL SECURITY NO.: _____
	POSTAL ADDRESS: _____
	CONTACT INFORMATION (TELEPHONE): (HOME) _____
	(WORK) _____ (CELL): _____ (EMAIL) _____

GUIDELINES FOR COMPLETING AN APPLICATION FOR RESIDENCE STATUS

Applicant **MUST** submit the following information with application for a Certificate of Residence in the Virgin Islands to the Immigration Department:

- Two (2) passport size (standard) photographs (*do NOT staple or write on the back of photographs*).
- One (1) **original local** police certificate.
- Original or certified copy** of your Birth Certificate and for each biological child under 18 years of age who were **not** born in the Virgin Islands and are residing in the Territory with you (*uncertified copies for no. 3 and 4 below will NOT be accepted*).
- Original or certified copy** of Marriage Certificate (*if married*).
- Two (2) letters of reference from **BVIslanders or Belongers, NOT** related by marriage or blood, aged 25 or older who have known you for at least five (5) years and are not Members of the House of Assembly. **Proof that referees are BVIslanders or Belongers MUST be attached**, (i.e. copy of ID page of passport along with copy of Governor’s Seal in passport, or copy of BVI birth certificate, or copy of Belonger’s Card).
- A letter of reference from your bank stating the current balance on your account as well as the average balance for the past six (6) months. *Copies of bank statements will NOT be accepted.*
- Certified copies** of your academic/professional qualification(s) (*if you have primary, secondary &/or tertiary certificates*).
- Copy** of Trade License (*if you have a Trade Licence*).
- Copy** of Non-Belongers Land Holding License and Land Transfer (*if you own property in this Territory*).

COMPLETION OF APPLICATION REQUIREMENTS

- Applicant **MUST** complete all questions on the form attached hereto. The form **MUST** be signed by the applicant. The form **MUST** be notarized (by a Notary Public, Commissioner of Oaths or Justice of Peace in the Territory). The form **MUST** be returned with this page attached.

OFFICIAL USE ONLY

Immigration Department’s Stamp
(Outgoing)

Immigration Department’s Stamp
(Received)

Premier’s Office Stamp
(Received)



GOVERNMENT OF THE BRITISH VIRGIN ISLANDS

FORM II

Reg. 3

Application for a Certificate of Residence

1. Name in full (in Block Letters) _____
2. Place of Birth _____
3. Date of Birth _____
4. Nationality _____
5. Race _____
6. Religion _____
7. Date of first arrival in the British Virgin Islands _____
8. Date of arrival in relation to Permanent Residence _____
9. If naturalized, state when and where _____
10. Place and date of birth of wife/husband _____
11. Place and date of birth of mother and father _____
12. Name of wife/husband _____
13. Particulars of children as followed: _____

Name	Place of Birth	Date of Birth	Sex

14. Passport number, date and place of issue _____

15. Date Passport expires _____
16. Present Domicile _____
17. Other places of residence during the past five years _____
18. Present Address _____

19. Please state educational qualifications

20. Character references (names and addresses of at least two persons) _____

21. Financial references (bank statement, passbook etc.) _____

22. Present Occupation _____

23. Normal Occupation (if not as above) _____

24. Does the applicant own his own home in the British Virgin Islands? (Is it immaterial whether or not subject to mortgage) _____

I am prepared to enter into a bond if so required by the Board of Immigration is such amount as the Board may require that if granted a Certificate of Residence I will not engage in any gainful occupation within the Virgin Islands without first obtaining the written permission of the Board.

I declare that it is my intention to reside permanently within the Virgin Islands and that the foregoing particulars are correct.

Date

Signature of Applicant

Declared before me this _____ day of _____ 20_____

Notary Public/Justice of the Peace/
Commissioner of Oaths

FOR OFFICIAL USE ONLY

From Chief Immigration Officer to Board on _____

From Board to Cabinet on _____

From Cabinet to Governor on _____

Permit or Refusal issued on _____