

# Permanent Residence Application Guide

## NOTES:

- **Original documents must be presented at the Immigration Office.**
- **All declarations carry \$1.50 postage stamps.**
- **Where an application is submitted on behalf of a minor applicant is the parent of child.**
- **Original and copies should not be torn, stained or data faded.**
- **All non-English documents need to be translated to English. Visit your nearest Immigration office for a list of acceptable translating authorities in your area.**
- **Only a legally married spouse can be included on same application, common-law partners must apply separately.**
- **Declaration Forms that may be required may be purchased from your nearest stationary store.**
- **Residence Application Form, Preliminary Medical Examination Form and Letter of Financial Support available at any immigration office or website ([www.ins.gov.bz](http://www.ins.gov.bz)).**

## I. RESIDENCE IN BELIZE

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You are required to have been legally residing in Belize for a minimum of 1 year at the time of submitting your application. During this year you have not left the country for more than 14 days in total.

## II. APPLICATION FORM

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1. **Section A, B, E, F, G, H, I** are required to be completed by all applicants.
2. If you are married or in a common-law relationship **Section C** must be completed.
3. If you have children **Section D** must be completed.
4. Employment history for last five years is necessary, use Supplement Form – Employment History to do so.
5. Application Form is required to be signed by applicant and spouse if accompanying applicant.
6. Commissioner of Supreme Court or Justice of the Peace must sign and stamp application form.

## III. PHOTOGRAPHS

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1. Two (2) photographs of applicant must be submitted.
2. If you answered yes to **C11**, two (2) photographs of spouse are required
3. If you answered yes to any of **D08**, two (2) photographs of each child is required.

*Acceptable photo requirements at end of this guide.*

## IV. COPY OF PASSPORT

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1. All copies are required to be of good quality and all stamps, signatures and notes should be clearly visible. Copies are required to be presented in same sequential order as passport pages.
2. Passport pages to be copied include biographic page and all visa pages, including blank pages.
3. Copy of current passport stated on **B01** is to be submitted.
4. If you answered yes to **B05**, all pages of that passport need also to be copied.
5. If you answered yes to **C11**, all pages of the spouse's current passport are to be copied, and if spouse has renewed his/her

passport since residing in Belize a copy of all the pages of that passport also needs to be produced.

6. If you answered yes to including any of your minor children to your application all pages of each child's current passport are to be copied, and if child has renewed his/her passport since residing in Belize, a copy of all the pages of that passport also need to be produced.

## V. MEDICAL CERTIFICATE

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The medical certificate refers to the Preliminary Medical Examination Form that needs to be completed by a Licensed Medical Practitioner here in Belize.

1. A Preliminary Medical Examination Form needs to be submitted by applicant
2. The Preliminary Medical Examination Form need to be signed and stamped by the examining physician. The stamp must be of the hospital or medical centre.
3. If you answered yes to **C11**, a Preliminary Medical Examination Form for the spouse also needs to be submitted.
4. If you answered yes to including minor children a Preliminary Medical Examination Form also need to be submitted for each child.

## VI. HIV, VDRL AND TB TESTS

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1. Results must be submitted for the applicant.
2. If you answered yes to **C11**, separate results for the spouse also needs to be submitted.
3. If you answered yes to including minor children and child is 12 years and older, results also need to be submitted.

## VII. POLICE RECORD

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1. The police record must be from Belize.
2. The police record is only valid for 6 months from date of issue.
3. A Belize police record for applicant must be submitted.
4. If you answered yes to **C11**, a police record for the spouse/partner also needs to be submitted.
5. If you answered yes to including minor children and child is 12 years and older a police record also needs to be submitted.

## VIII. MARRIAGE CERTIFICATE

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1. If you answered Married to **A07** and yes to **C11** a copy of a registered marriage certificate must be submitted.

## IX. PROOF OF FINANCIAL STABILITY

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### *IF EMPLOYED BY A BUSINESS IN BELIZE,*

1. Temporary Employment Permit
2. Official Letter of Employment or Contract of Employment – stating hiring date, monthly salary and occupation
3. Social Security Card of applicant
4. Contribution History from Social Security or Declaration Stating non-contribution and why
5. Current Trade License and Company Registration Certificate
  - a. In Villages where trade license is unavailable current liquor license of employer can be submitted.

6. Employer ID (if employer ID is unavailable, Manager ID is acceptable)

**IF EMPLOYED BY AN INDIVIDUAL IN BELIZE**

1. Temporary Employment Permit
2. Letter of Employment – stating hiring date, monthly salary and occupation
3. Social Security Card of applicant
4. Contribution History from Social Security or Declaration Stating non-contribution and why
5. Employer’s Identification – Passport, Social Security Card or Voter’s ID
6. Employer’s proof of Income
  - a. Employer’s official letter of employment
  - b. Bank Statement for the past six (6) months

If applicant is a Cane Cutter, the following also need to be provided

- a. Cane Farmer’s Association Letter stating membership

**IF EMPLOYED OR RECEIVING INCOME OUTSIDE BELIZE**

1. Official Letter of Employment or Contract of Employment – stating hiring date, monthly salary and occupation
2. Rental Agreements if real-estate is your source of income
3. Bank Statements local or foreign for the past six (6) months

**IF SELF-EMPLOYED,**

1. Temporary Employment Permit
2. Certificate of Registration of Business
3. Current Trade License
4. Business Tax Assessment
5. Bank Statements for the past six (6) months

**VOLUNTEERED**

1. Temporary Employment Permit (Volunteer)
2. Company Registration Certificate
3. Endorsement letter from parent organization
4. If not receiving a stipend, provide source of funds as per section XI.

**MISSIONARY**

1. Temporary Employment Permit (Missionary)
2. Church Licence
3. Endorsement Letter from Organization
4. If not receiving a stipend, provide source of funds as per section XI.

**IF RETIRED,**

1. Social Security Benefits
2. Pension/Annuity Account or benefits
3. Bank Statements local or foreign

**IF UNEMPLOYED,**

1. See **Section X. Sponsored**

**X. SPONSORED (IF APPLICANT UNEMPLOYED)**

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If your primary source of income is sponsorship provide the following

Nationality and Passports Department

1. Letter of Financial Support
2. Passport of Sponsor
  - a. Belizeans - Biographic data page only
  - b. Non-Belizeans – Biographic Page, Status in Belize
3. Proof of Income *See IX. Proof of Financial Stability*
4. If monies are being wired to applicant provide
  - a. Bank Statement or
  - b. Wire Transfer Receipts (e.g. MoneyGram, Western Union)
5. Proof of Family Relationship (e.g. Via Birth Certificates)
6. Income Tax statement of Sponsor
7. Social Security Contribution History if available

**XI. BANK ACCOUNTS**

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1. If you answered ‘yes’ on **H02**, provide a recent bank statement.
2. If you answered ‘no’ on **H02**, a declaration stating that you do not have a bank account and get paid in cash or cheque
3. If you answered ‘yes’ on **H03**, provide transaction history for the past six (6) months, these statements must show transactions made in Belize.

**XII. SCHOOL ENROLLMENT LETTER AND TRANSCRIPT**

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1. If on question **E03** your present immigration status is of Student provide student permit, school enrollment letter and transcript.
2. If you answered yes to including minor children, provide student permit and:
  - a. Provide school enrolment letter and transcript, if child attends school.
  - b. Provide approval letter from Ministry of Education, if child home schooled.

**XIII. ADDITIONAL DOCUMENTS**

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**SPOUSE**

If you answered ‘yes’ on **C11**,

1. Letter of financial support for residency must be submitted
2. Income Tax Letter
3. Social Security Card if available

**CHILD**

If you answered ‘yes’ to including minor children the following is required for each child

1. Letter of financial support
2. Birth Certificate for each child
3. Letter of Authorization/Consent from parent not making the application and copy of that parent identification.

*or*

Notarized Authorization Letter if parent is not in Belize and notarized copy of that parent’s identification.

**Photo Requirements**

1. Photos must be 35 mm by 45 mm in size.
2. Taken in full-face view directly facing the camera. Neutral facial expression.
3. Taken within the last 6 months.
4. Background must be uniform, plain and white or off-white.

For full details on acceptable and unacceptable photos please visit our website at [ins.gov.bz](http://ins.gov.bz)