

**INFORMATION MEMORANDUM
 CHECKLIST FOR PERMANENT RESIDENCY
 (CATEGORY F – REGULATION 5 – REGULAR PROCEDURE)**

REQUIREMENTS:	
<p>Persons who possess and have fully and freely at their disposal a secured annual income, high enough to give them a decent living in Cyprus, without having to engage in any business, trade or profession. The annual income required should be at least €9568,17 (CY€5,600) for a single applicant and moreover at least €4613,22 (CY€2,700) for every dependent person, but the Immigration Control Board may demand additional amounts as necessary. Most applicants come under this Category, the majority of them being pensioners or retired persons.</p> <p>Note: Kindly note that due to recent developments in the Immigration department, the applicant is advised to strengthen the application by additionally submitting a statement from a financial institution in Cyprus that he/she has deposited into an account an amount of at least €30.000. The applicant is also advised to acquire a property in Cyprus of high market value.</p>	
<p>For the granting of an Immigration Permit, an application is submitted to the Civil Registry and Migration Department directly or through the District Aliens and Immigration Branches of the Police. The application should be accompanied by the appropriate documents, depending on the Category for which it is submitted. Applications for Category F which are the most usual should be accompanied by the original of documents regarding the income of the applicants.</p> <p>Applicants who are abroad may submit an application directly to Cyprus, as stated above, or through the local Consular Authorities of the Republic of Cyprus. The applications are examined by the Immigration Control Committee which submits a relevant suggestion to the Minister of the Interior for a decision to be taken.</p>	
<p>An Immigration Permit will be automatically cancelled if the interested person fails to acquire residence in Cyprus within one year from the approval of the application, in case he/she is residing outside Cyprus. It will also be cancelled if he/she acquires permanent residence abroad or be absent from Cyprus for a period of two years.</p>	
FEES:	
<p>The fees for the granting of an Immigration Permit amount to €500 and are paid against a receipt upon submission of the application.</p>	

TIMEFRAME:	
<p><i>*DUE TO HIGH VOLUME OF APPLICATIONS, AT THE TIME OF PUBLISHING THIS INFORMATION MEMORANDUM, THE TIME REQUIRED FOR EXAMINATION OF AN APPLICATION MAY BE UP TO 18 MONTHS.</i></p> <p><i>WE NOTE THAT TIMEFRAMES MAY VARY DUE TO WORK LOAD OF THE COMPETENT AUTHORITIES AND POSSIBLE OTHER FACTORS NOT WITHIN OUR CONTROL.*</i></p>	
REQUIRED DOCUMENTS:	
1. MIP1 form. This must be signed by the applicant. During the submission of the application, if the alien is in the Republic the physical presence of the alien is required in order to receive his/her biometric features (fingerprints and photograph), and his/her signature, based on legislation. Fingerprints and signature are not taken from persons under six years of age. In case the alien is not in the Republic during the submission of the application it is noted that the biometric features must be received prior to the issue of the Immigration Permit Certificate and of the Electronic Residence Card.	
2. Copy of valid passport of the applicant and his dependents.	
3. Copy of valid temporary residence permit (if the applicant resides in Cyprus).	
4. Curriculum Vitae (including academic qualifications) for the applicant.	
5. Income tax returns for all years (original or true copy), if applies.	
6. Statement of Social Insurance Contributions for the previous year (original or true copy), if applicable.	
7. Bank Accounts Statements (original). It is recommended to have a bank account in Cyprus.	
8. Income declaration from sources other than employment (original documents and affidavit).	
9. Title of ownership or rental agreement (original or true copy). If the title of ownership has not been obtained yet, the applicant must submit the deed of sale and proof of payment. This is required to establish the applicant's intention to reside permanently in Cyprus.	
10. Health Insurance Policy; can be made by an international insurance and has to be full cover, including hospital expenses and repatriation of body in case of death.	
11. Criminal Record Certificate (if the applicant resides abroad, official translation duly validated from his country).	
12. Marriage Certificate (official translation duly validated).	
13. Children's Birth Certificates (official translation duly validated).	

PLEASE NOTE that all public documents issued abroad must:

- a) bear an official translation into Greek or English from Press and Information Office.
- b) Be certified with APOSTILLE if the country has signed the Hague Convention of 1961 or
 - Certified by the Ministry of Foreign Affairs of the country of origin of the applicant and then by the Embassy/Consulate of Cyprus in his country or
 - The Ministry of Foreign Affairs of the country of origin of the applicant and then the Embassy / Consulate of his country in Cyprus and then certified by the Ministry of Foreign Affairs of Cyprus.

- In the instance that the country of origin of the applicant has not signed the Hague Convention of 1961 and there is no Embassy / Consulate in the above mentioned country the documents must be certified by the Ministry of Foreign Affairs of the country of origin of the applicant and then the nearest Embassy / Consulate which is accredited to Cyprus

Please note that the competent authority maintains the discretion of requesting additional documents/ information if deemed necessary.