

**CIRCULAR 2008-04  
To ALL MEMBERS**

<b>DATE</b>	<b>20 MAY 2008</b>
<b>AUTHORS</b>	<b>RONNY VERHOEVEN</b>
<b>SUBJECT</b>	<b>MIGRATION PROCEDURES</b>

**HOUSEKEEPERS  
ISSUE OF ENTRY AND TEMPORARY RESIDENCE AND EMPLOYMENT PERMITS**

**A.1 Criteria for employment**

- i. Families with a child under the age of 12 when both parents work and contribute to the Social Insurance Fund.
- ii. Families with no children when both husband and wife work and their annual declared taxable income is more than 52.000 €uro.
- iii. Single parent families granted the custody of a child under the age of 12, provided that the parent works and contributes to the Social Insurance Fund.
- iv. In cases where one of the two parents works, the annual declared taxable income should be at least 86.000 €uro.
- v. Single working persons provided that their annual declared taxable income is more than 52.000 €uro and that they are contributing to the Social Insurance Fund.

**A.2 Criteria for employment in exceptional cases**

- i. Elderly people above the age of 75.
- ii. People with special needs, provided that they present a certificate from a specialized doctor.
- iii. People suffering from cancer (certificate form the Oncology Centre), multiple sclerosis, mytonic dystrophy, nephropathy, myopathy, mental disorders and serious psychological problems, partial or total loss of vision, arthritis deformans, Alzheimer, dementia, as well as overweight persons with mobility problems (medical certificate mentioning the weight and the height of the person).
- iv. Handicapped persons on wheelchairs or bed-bound persons.
- v. Couples with more than three children provided that both parents work and contribute to the Social Insurance Fund and at least one of the children is under the age of 12.

**B. Procedure**

1. Applications for the issue of Entry and Temporary Residence and Employment permits are submitted by the employer to the Civil Registry and Migration Department through the appropriate District Office of the Aliens and Immigration Unit of the Police or at the District Office of the Civil Registry and Migration Department in Nicosia.



2. Employers who wish to employ a third country national as a housekeeper must search through EURES (European Employment Service), meaning they have to advertise the post in the local press at a conspicuous place in at least two newspapers of mass circulation, as well as at the EURES for 6 weeks.
3. Employers who meet the criteria of paragraph A.2 above, are exempted from this procedure.

## **C. Applications and Required Documents**

### **C.1 Entry Permit**

1. Application M58 along with the additional form of the application.
2. Copy of a valid passport of the third country national.
3. Certificate of Criminal Record translated in Greek or English, duly authenticated and certified.
4. Contract of employment duly stamped.
5. Bank guarantee of 350-850 €uro according to the country of origin, for repatriation expenses. The validity of the bank guarantee should extend 6 months after the termination of the contract of employment.
6. Documents and medical certificates, where applicable, proving that the applicant meets the criteria of paragraph A1 or A2 for employing a housekeeper.
7. Certified declaration by the President of a Community Council (Mukhtar) or other Registered Private Employment Agency that the employer can provide suitable accommodation to the third country national.
8. Fee 34,17 €uro.

### **C.2 Registration**

1. Third country nationals must proceed for registration at the appropriate District Office of the Aliens and Immigration Unit of the Police or at the District Office of the Civil Registry and Migration Department in Nicosia within 7 days from the date of arrival.
2. Fee 34,17 €uro.

### **C.3 Temporary Residence and Employment Permit and Renewal**

1. Application M61.
2. Copy of a valid passport of the third country national.
3. Original contract of employment signed by the employer and the employee.
4. Medical examination certificate (AIDS, syphilis, hepatitis B) and a chest x-ray for tuberculosis by doctors in Cyprus (required only for the first application).
5. Medical insurance certificate for inpatient and outpatient treatment for the third country national.
6. 2 photos.
7. Bank guarantee of 350-850 €uro according to the country of origin, for repatriation expenses. The validity of the bank guarantee should extend 6 months after the termination of the contract of employment.
8. Fees: application fee 34,17 €uro + free for the issue of the permit (up to 4 years 85,43 €uro, from 4 to 6 years 170,86 €uro, more than 6 years 256,29 €uro).



#### **D. Duration of stay**

The maximum period of stay for third country nationals who work as housekeepers is 4 years. Third country nationals who are employed by persons referred to in paragraph A2, subparagraphs (i), (ii), (iii) and (iv) are exempted from this limitation.

#### **E. Return of bank guarantees**

For the return of the bank guarantee deposited for the (possible) repatriation of a third country national, a request in writing should be submitted by the employer to the Civil Registry and Migration Department.

The bank guarantee is returned only if the employee departs for his/her country or in case he/she is employed by another eligible employer, in which the new employer is obliged to deposit a bank guarantee.

The bank guarantee is not returned in the following cases:

- the third country national has become illegal after his/her permit was cancelled, or
- the third country national submitted an application for asylum, or
- the third country national was sentenced for a criminal offence and subsequently he/she is considered a prohibited immigrant, or
- the third country national abandoned his/her place of residence and work and he/she is missing and wanted for deportation purposes.

**Disclaimer** : Whilst every effort has been made to ensure accuracy, the editor, author and publishers can accept no responsibility for any errors contained in this publication. Nor can they accept responsibility for loss occasioned to any person acting or refraining from acting as a result of any material in this publication. It is recommended that specific professional advice should be sought before any action is taken.