CAYMAN ISLANDS

Cayman Islands Identification Card Act, 2022

(Act 15 of 2022)

CAYMAN ISLANDS IDENTIFICATION CARD REGULATIONS, 2025

(SL 12 of 2025)

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(SL 12 of 2025)

In exercise of the powers conferred by section 37 of the Cayman Islands Identification Card Act, 2022, the Cabinet makes the following Regulations —

Citation and commencement

1. (1) These Regulations may be cited as the Cayman Islands Identification Card Regulations, 2025.

(2) These Regulations come into force immediately after the *Cayman Islands Identification Card Act, 2022* comes into force.

Application for the issuance, renewal, replacement or re-issuance of a Cayman Islands Identification Card

2. (1) An eligible individual may apply to the Registrar in writing, in the form and manner determined by the Registrar, for the issuance of a Cayman Islands Identification Card by providing the following information in respect of the eligible individual —

(a) full name;

(b) date of birth;

(c) sex; and

(d) any other information as the Registrar may require to be submitted in the form and manner as specified by the Registrar.

(2) An eligible individual may apply to the Registrar in writing, in the form and manner determined by the Registrar, for the renewal, replacement or re-issuance of a Cayman Islands Identification Card by providing the following information in respect of the eligible individual —

(a) full name;

(b) date of birth; and

(c) any other information as the Registrar may require to be submitted in the form and manner as specified by the Registrar.

(3) Pursuant to section 4(2) of the Act, a parent or legal guardian of a minor may apply to the Registrar for the issuance, renewal, replacement or re-issuance of a Cayman Islands Identification Card on behalf of the minor by providing the information under paragraph (1) or (2), as applicable, in respect of that minor.

(4) Subject to paragraph (5), the Registrar shall process applications received under this regulation in accordance with the published policy setting out the criteria for prioritizing the processing of such applications.

(5) The Registrar is not required to accept an application under this regulation where —

(a) the application is submitted with a vexatious intent; or

(b) the Registrar has recently processed a substantially similar request from the same person.

Issuance of Cayman Islands Identification Card

3. (1) Pursuant to section 7(4) and (5) of the Act, an individual under section 7(1) of the Act may submit to the Registrar a written statement authorizing another person, the individual's representative, to receive the individual's Cayman Islands Identification Card.

(2) Pursuant to section 7(8) and (9) of the Act, where the Registrar delegates the Registrar's powers to issue Cayman Islands Identification Cards under the Act to a person the Registrar considers appropriate —

(a) the delegation shall be in writing and the instrument of delegation shall be given to the person; and

(b) the Registrar may, by written notice to the person, at any time, revoke any functions so delegated.

Entry of certain particulars and features in certain Cayman Islands Identification Cards

4. (1) Subject to paragraph (2), the following particulars and digital features shall not be entered in the Cayman Islands Identification Card of a person under sixteen years of age —

(a) the person's signature;

(b) the image of the person's signature;

(c) the facility for the provision of the authentication of the identity of the person; and

(d) the facility for the provision of the digital signature of the person.

(2) If, in the opinion of the Registrar, a circumstance exists which justifies the entry of any particular or digital feature referred to in paragraph (1) in the Cayman Islands Identification Card of a person under sixteen years of age, the Registrar may enter the information for the purposes of the relevant circumstance.

Communication with a registered person by the Registrar

5. (1) Where the Registrar is required to communicate with a registered person under the Act or these Regulations, unless otherwise specified, the Registrar shall seek to communicate the information in writing, including electronically via an electronic portal established and managed by the Registrar.

(2) Where the principal contact information of a registered person is not available on the register or as recorded in the register is inaccurate or not up to date, the Registrar is not liable if the information that is sought to be communicated by the Registrar is not received by the registered person.

(3) The Registrar shall cause to be kept, in accordance with the relevant disposal schedule, information communicated to a registered person in accordance with the Act and these Regulations.

(4) For the purposes of this regulation, "**disposal schedule**" has the meaning assigned by section 2(1) of the *National Archive and Public Records Act (2015 Revision).*

Appeals from decisions of the Registrar

6. (1) Pursuant to section 36(1) of the Act, where a person who is aggrieved by a decision of the Registrar wishes to appeal the decision, the person ("appellant") shall submit to the Chief Officer a written notice of intention to appeal that decision ("notice of appeal"), in the form and manner approved by the Chief Officer, within twenty-eight working days of the communication of the decision of the Registrar, or such longer period as the Chief Officer may allow for good cause shown.

(2) A notice of appeal shall —

(a) be signed by an appellant or the appellant's representative;

(b) be addressed to the Chief Officer;

(c) contain the following particulars —

(i) the appellant's name;

(ii) the appellant's mailing address;

(iii) the appellant's principal email address;

(iv) the address (which may be an email address) to which documents in connection with the matter should be sent to the appellant;

(v) the decision against which the appeal is made; and

(vi) the grounds of the appeal; and

(d) be accompanied by any relevant information or evidence relating to the grounds of the appeal.

(3) On receipt of a notice of appeal, the Chief Officer shall —

(a) notify the Registrar of the decision against which the appeal is made and the grounds of the appeal; and

(b) give the Registrar —

(i) twenty-eight working days, with time running from the date on which the Chief Officer notifies the Registrar of the notice of appeal; or

(ii) such longer period as the Chief Officer may allow for good cause shown,

to provide a written defence to the appeal.

(4) Notwithstanding anything in this regulation, the Chief Officer, after receipt of a notice of appeal —

(a) may deny the request for an appeal on the basis that the appeal is frivolous or vexatious and of no merit; and

(b) where the request for an appeal is denied, shall communicate in writing to the appellant and the Registrar the decision to deny the request.

(5) Whether or not the Registrar provides a written defence to an appeal, the Registrar shall forward to the Chief Officer, as soon as practicable after receiving the notice of appeal —

(a) a copy of the decision and any other documents related or relevant to the appeal and the reasons given by the Registrar for the decision; and

(b) a copy of any other document or information in the Registrar's possession that is relevant to the decision and the appeal.

(6) The Chief Officer shall fix the date, time and place for the hearing of an appeal and give at least fourteen working days' written notice to an appellant and the Registrar of the date, time and place of the hearing.

(7) An appellant who wishes to provide additional evidence to the Chief Officer shall so notify the Chief Officer and the Registrar in writing, and, subject to paragraph (9), the Chief Officer shall make a determination as to whether the evidence may be so provided.

(8) Subject to paragraph (9), the Chief Officer, on his or her own initiative or on written request by an appellant or the Registrar, may do any of the following —

(a) adjourn a hearing to any date, time or place;

(b) waive any notice period;

(c) waive any requirement to send any document, information or other article or material; or

(d) where there has been a failure to comply with a requirement under this regulation, waive that requirement or impose a modified requirement.

(9) Before making a determination under paragraph (7) or carrying out an action under paragraph (8), the Chief Officer shall be satisfied that making the determination or carrying out the action would not be contrary to the rules of natural justice.

(10) At the hearing of an appeal, where an appellant is present —

(a) the appellant shall be given an opportunity to address the Chief Officer;

(b) the Registrar shall be heard in answer if called upon by the Chief Officer; and

(c) the Chief Officer may call upon either party to address the Chief Officer further.

(11) An appellant or the Registrar may be represented by a representative, and the representative need not be an attorney-at-law.

(12) An appellant or the Registrar may withdraw an appeal or a defence to an appeal by notice, in writing, to the Chief Officer, at any time before the Chief Officer makes a decision, and the notice of withdrawal shall be served on an appellant or the Registrar, as applicable, as soon as reasonably practicable after the notice of withdrawal is provided to the Chief Officer.

(13) The Chief Officer may conduct a hearing and decide an appeal where an appellant or the appellant's representative or the Registrar or the Registrar's representative is not present at the hearing.

(14) The Chief Officer shall make a decision no later than twenty-eight working days after the hearing and decisions of the Chief Officer, with reasons for the said decisions, shall be communicated in writing to an appellant and the Registrar.

(15) For the purposes of this regulation —

"**public general holiday**" has the meaning assigned by the *Public Holidays Act (2007 Revision)*; and

"**working day**" means a day of the week, excluding Saturdays, Sundays and public general holidays.

Made in Cabinet the 17th day of February, 2025.

Kim Bullings
Clerk of the Cabinet