



0 GOVERNMENT OF BERMUDA

Department of Immigration

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ACCESS TO INFORMATION STATEMENT

Department of Immigration

January 27, 2026

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INTRODUCTION:

Description of general purpose of Public Access to Information Act 2010:

The Public Access to Information Act became law on the 10th of August 2010. It is intended to foster a culture of openness in government. The Act establishes a right of access to all types of "recorded" information held by public authorities and imposes obligations on public authorities to disclose information, subject to a range of exemptions. The Act must be brought into full force by the 1st of April 2015.

The Department of Immigration is committed to promoting and actively developing a culture of openness, transparency and customer focus. Our aim is to help the public and our partners to understand and be involved in our work.

The Department of Immigration will:

1. Pro-actively publish and release information. We will review what we publish and take account of demand for information. We will publish information electronically and in other cost effective ways appropriate to the needs of the intended audience. In order to make it as easy as possible to find information, we will continue to improve our website to enable people to find the information they want quickly and easily, and we will, when necessary, draw attention to publication information using other media as appropriate (For example: Press releases).

It is important to note that (subject to the Public Access to Information Act 2010) any person who is a Bermudian or a resident of Bermuda may apply for, and receive, information held by the Department of Immigration.

2. Encourage better information management. As budgets permit, we will continue to create and store records in digital formats.

3. Consult openly and widely wherever appropriate and practical. We will inform stakeholders as quickly as is practical about the reasons for our action, keep them fully informed of progress, seek feedback and consult and involve them in the longer term as practical. However, there may be times when actions will need to be taken quickly for wider public interest reasons to enable this to happen.

4. Strive to answer requests that are reasonable and specific. We will treat all requests fairly and without prejudice taking into account the public interest in making information available wherever possible. As legislatively required to do under the Public Access to Information Act 2010, we will:

- a. Acknowledge receipt of a request within five (5) working days after receipt of the request and inform the requester of the process for dealing with the request and of the requester's rights under the Act;

- b. No later than 6 weeks after receipt of the request, decide whether to grant or refuse the request in whole or in part;
 - c. Notify the requester of any extensions if responding within the original 6 week period is not reasonably practicable.
5. **Give a clear explanation of our** decision if information cannot be published or released. We will also tell people how to submit a complaint if they do not agree with any decision not to release information.

FUNCTIONS, POWERS, DUTIES AND OBLIGATIONS:

The Minister responsible for Immigration is The Hon. Jason P. Hayward, JP MP (“Minister”) and the Permanent Secretary is Mrs. Aideen Ratteray Pryse (the “Head” per the Schedule of the Act).

Mission:

Facilitate economic growth for the benefit of Bermudians, residents and visitors while protecting our borders.

About Us:

The Department's authority is derived from the Bermuda Immigration and Protection Act 1956 (together with its related policies, rules and regulations) which replaced the earlier Act. The Department also administers the British Nationality Act; the Accord between the Governments of Bermuda and Portugal; and the Diplomatic Service Procedures.

Under the direction of the Chief Immigration Officer, the Department is comprised of 50 employees who have been assigned to three (3) sections, which includes the Application Processing Section, the Compliance Section, and the Finance & Administration Section.

Head of Department

Dr. Danette Ming, Chief Immigration Officer

Head of Operations

Ms. Marita Grimes, Assistant Chief Immigration Officer

Other key Senior Management positions include:

Finance & Administration Manager, Mrs. Tionea Effs
Immigration Manager, Ms. Jonee King
Immigration Manager, Ms. Kennisha Minks
Compliance Manager, Mrs. Kelly Perinchief-Burgess

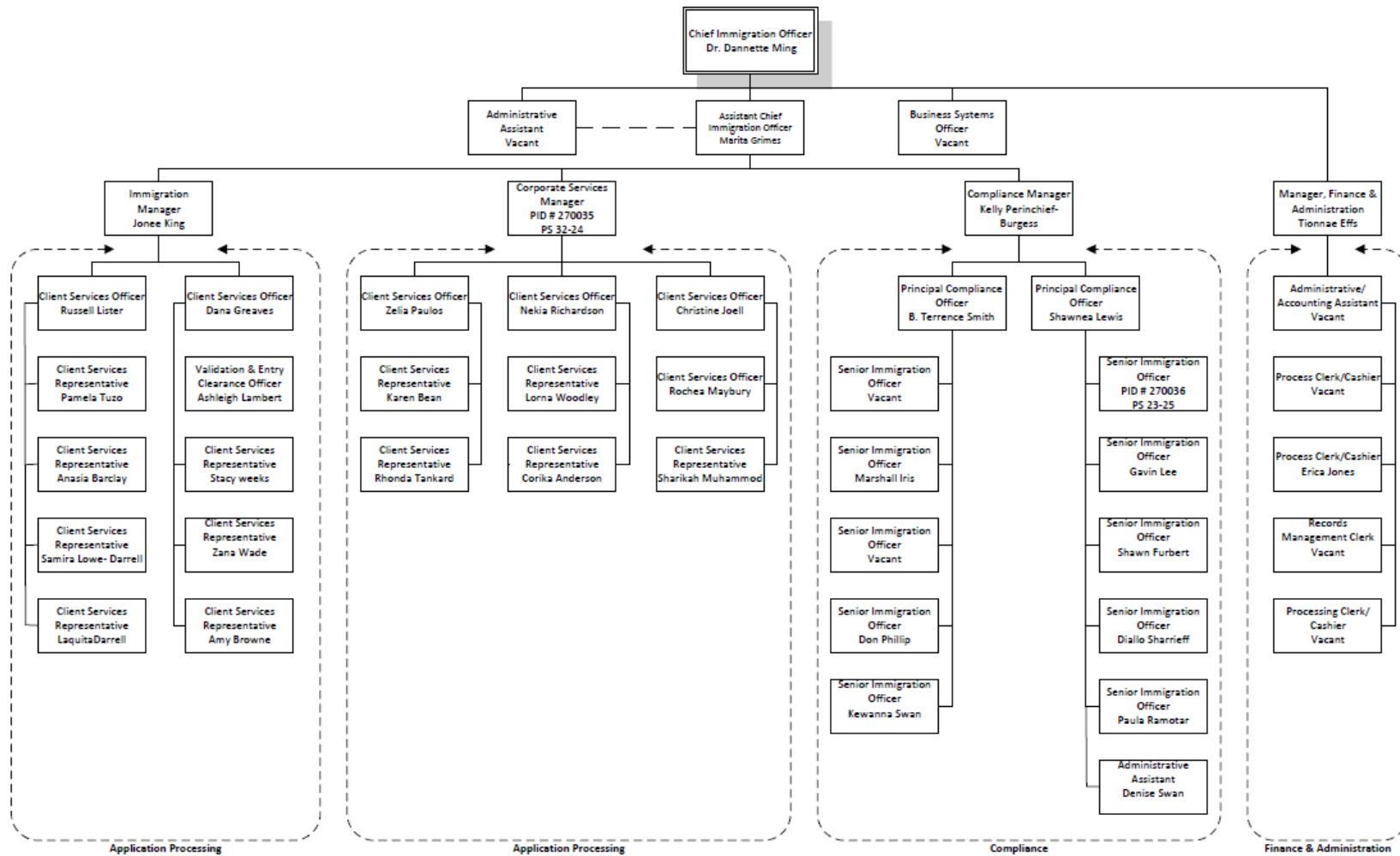
Sections

The Application Processing – This section, which is under the direction of the Assistant Chief Immigration Officer, is committed to working as a team in the performance of its duties to ensure that it responds to the needs of its customers in an efficient, effective and timely manner.

More specifically, the section is responsible for processing work permits, permissions to reside while seeking employment or attending school or college, travel documents; the acquisition of Bermudian Status; Naturalisation as a British Overseas Territories Citizen; Permanent Resident's applications; issuance of related certificates; letters for spouses of Bermudians; landing permits; and airline ticket validations. The Immigration Managers, Client Service Officers and Client Service Representatives liaise directly with employers and work in conjunction with the Board, the Permanent Secretary and the Minister to make recommendations on each application.

Compliance – Under the direction of the Assistant Chief Immigration Officer, this section is overseen by the Compliance Manager who, together with the Principal Compliance Officers and Inspectors, is responsible for the inspection and investigation of potential breaches of Immigration law, regulations and policy. They conduct compliance audits; enforce work permit conditions/restrictions; and maintain control over Bermuda's border. Staff members in the division are assigned to both Immigration headquarters and the L. F. Wade International Airport.

Finance and Administration – Under the direction of the Chief Immigration Officer, this section is overseen by the Finance and Administration Manager who, together with the Administrative Assistant, Processing Clerk/Cashier, and the Records Management Clerk, is responsible for Department's accounts, budget, financial records/reporting, annual budget preparation, administrative support services and personnel administration functions.



PATI Responsibilities:

All managers will ensure that:

- Their staff are aware of this **Access to Information Statement**;
- Their staff are aware of the law and the guidance available on accessibility issues;
- Information is managed in accordance with best practice to facilitate retrieval and disclosure;
- Material for the Publications Scheme and website is regularly updated and improved;
- The content and style of documents produced internally is such that they are suitable for disclosure;
- Requests for information are dealt with fairly and promptly;
- Requests for and decisions on release of information are recorded;
- Decisions not to release information are properly taken and clearly communicated; and
- Complaints about refusal to release are reviewed impartially.

The **Chief Immigration Officer** and the **Assistant Chief Immigration Officer** are the Department of Immigration's Information Officers and are responsible for promoting this statement, ensuring it is consistent with new legislative and other requirements, producing and reviewing regularly the Department of Immigration Publication Scheme, providing corporate monitoring, processing any complaints and providing advice on Public Access to Information issues and coordinating and monitoring requests and responses.

The Finance and Administration Section will, through the Manager of Finance and Administration, encourage best practice for records management.

SUMMARY OF SERVICES PROVIDED AND ASSOCIATED FEES:

Note: All fees can be found at www.gov.bm or Government Fees Regulations 1976 (Bermudalaws.bm).

CLASSES OF RECORDS HELD:

Policies:

- Work Permit Policy (found at www.gov.bm)

Application Forms:

- Application for a British Passport Bermuda (Child under 16 years)
- Application for a British Passport Bermuda (Person over 16 years)

- Application for a Confirmation Letter of Bermudian Status
- Application for Naturalisation as a BOTC
- Application for Permanent Resident's Certificate (PRC)
- Application for Permission to Extend Visit
- Application for Residence
- Bermudian Status
- Bermudian Status 5(2)
- Extension of Spouse's Employment Rights to the Divorced Parent of a Bermudian
- Global Work Permit
- Global Entrepreneur Work Permit
- Lost or Stolen Passport Notification
- Letter of Permission
- New Business Work Permit
- Periodic Work Permit
- Short-Term Work Permit
- Standard Work Permit

Registers:

- Register of Bermudians

POLICIES, RULES AND GUIDELINES USED FOR DECISION MAKING:

The Department of Immigration's authority is derived from the Bermuda Immigration and Protection act 1956 (together with its related policies, rules and regulations) which replaced the earlier Act. The Bermuda Immigration and Protection Act 1956 and the Regulations can be found at bermudalaws.bm. The Department also administers the British Nationality Act; and the Accord between the Governments of Bermuda and Portugal.

The **Regulations/Amendments** associated with Bermuda Immigration and Protection Act 1956 are:

- Bermuda Immigration and Protection Amendment Act 2013
- Bermuda Immigration and Protection Amendment (No. 2) Act 2013
- Bermuda Immigration and Protection Amendment (Adoption) Act 2016
- Bermuda Immigration and Protection (Permanent Resident's Certificate) Order 2018

The Bermudian status by Birth or Grant Register Act, 1992 – which establishes the register of Bermudians

The British Nationality Act, 1981 which governs various citizenships, namely:

- British Overseas Territories citizenship - for former citizens of the United Kingdom and Colonies associated with Bermuda and the remaining British overseas territories;
- British citizenship - for former citizens of the United Kingdom and Colonies associated with the United Kingdom and for British Overseas Territories citizens from qualifying British Overseas Territories;
- British Overseas citizenship - for former citizens of the United Kingdom and Colonies who do not qualify for either of the above categories;
- British Nationals (Overseas) - for former British Dependent Territories citizens associated with Hong Kong.

SUBMISSION OF REQUESTS FOR INFORMATION:

All PATI requests must be submitted in writing and can only be submitted at the Department of Immigration, 30 Parliament Street, Government Administration Building (First Floor), Hamilton, Bermuda, HM12 (not at the L.F. Wade International Airport). Requests should be submitted at the Front Counter (only), Monday to Friday, from 9:00a.m.-4:00p.m.

INFORMATION THAT CANNOT BE RELEASED:

The Public Access to Information Act 2010 sets out exceptional circumstances in which a request for information may be refused. From an Immigration standpoint, we cannot release information that affects other legal rights or processes, particularly where personal privacy may be breached.

Additionally, we cannot release information where it is likely that doing so could lead to the release of commercial information (For example: Trade secrets or contractual negotiations).

INFORMATION OFFICERS:

Dr. Danette Ming, the Department of Immigration's Chief Immigration Officer and **Ms. Marita Grimes**, Assistant Chief Immigration Officer, serve as Information Officers for the purposes of Public Access to Information requests.

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