



CONSULATE GENERAL OF SAINT LUCIA

CHANGE OF PARTICULARS FORM

Saint Lucian nationals applying for a Saint Lucian passport should complete a Change of Particulars Form if they are already registered with an NIC number and any of the following applies:

1. Applicant is a woman and her marital status has changed (form must be completed even if the applicant is not going to use her husband's surname).
2. Applicant is a married woman and wishes to use her husband's surname.
3. Applicant is a divorced/widowed woman and wishes to revert to her maiden name (name at birth).
4. Applicant's name on birth certificate is different from applicant's name (applies to either Christian names and/or Surname) on old NIC card or Saint Lucia National identification card. This would include spelling errors and omissions.
5. Applicant's date of birth on birth certificate is different from applicant's date of birth on old NIC card or Saint Lucia National identification card.
6. Applicants has a legal name change.

Documents required to submit a Change of Particulars Form (No copies allowed. Original documents must be provided):

- Saint Lucia birth certificate
- Saint Lucian passport
- Marriage Certificate (married women and divorced women only)
- Divorce Certificate (divorced women only)
- Death Certificate (widowed women only)
- Deed Poll/Change of Name document (persons who have legally changed their name)
- NIC card (if available)
- Saint Lucia national ID card/Saint Lucian Driver's licence (if available)

NOTE: Other documents may be required if requested by NIC.





CONSULATE GENERAL OF SAINT LUCIA

CHANGE OF PARTICULARS FORM INSTRUCTION GUIDE

DATE: Enter Date completing the form (Format: DD/MM/YYYY).

NI #: Enter NIC number, if known. If unknown, please leave blank.

NAME (PREVIOUS): Married women who want to use their husband's surname, enter name at birth.
Divorced/widowed women who want to revert to maiden name, enter married name.
Applicants whose name is incorrectly registered at NIC, enter the name registered at NIC.
Applicants who have a legal name change, enter name used before the change of name.
Format of Name: Enter christian names (s) then enter Last Name (Surname)

NEW NAME: Married women who want to use spouse's name enter, christian name(s) and new surname.
Divorced/widowed women who want to revert to maiden name, enter christian name(s) and surname at birth.
Corrections (Spelling errors and/or omissions), enter correct name.
Applicants who have changed their name, enter their new name (on Deed Poll or Change of Name document).
Format of Name: Enter christian names (s) then enter Last Name (Surname)

SPOUSE NAME: If Married, enter Spouse's name
Format of Name: Enter spouse's christian names (s) then enter Last Name (Surname)
If not married, enter N/A (not applicable).

DATE OF MARRIAGE: If Married, enter Date of Marriage (Format: DD/MM/YYYY).
If not married, enter N/A (not applicable).

DATE OF BIRTH (OLD): Enter your Date of Birth (Format: DD/MM/YYYY).
For applicants who are correcting their date of birth, enter Incorrect date of birth (Format: DD/MM/YYYY)

DATE OF BIRTH (NEW): Only complete if there is a correction to date of birth.
For applicants who are correcting their date of birth, enter correct date of birth (Format: DD/MM/YYYY).
If there is no correction to date of birth, enter N/A (not applicable).

ADDRESS: Enter current address in Canada (include apartment # (if applicable), City, Province and Postal Code.

TELEPHONE: Enter current telephone number (in Canada).

Yours Faithfully: Enter Signature under Yours Faithfully.

Witness: Do Not Complete. Consulate officer will sign as applicant's witness.





CHANGE OF PARTICULARS

DATE.....

The Director
National Insurance Corporation
Francis Compton Building
Waterfront
Castries

Dear Sir / Madam

I would like to make the following change on my National Insurance Records.

NI # ID CARD #

NAME (PREVIOUS)

NEW NAME

SPOUSE NAME(If changed by marriage)

DATE OF MARRIAGE.....

DATE OF BIRTH (OLD).....

DATE OF BIRTH (NEW)

ADDRESS

TELEPHONE #.....

Yours faithfully

Witness

.....

.....

FOR OFFICAL USE ONLY		DOCUMENT #
PASSPORT		
MARRIAGE CERTIFICATE		
BIRTH CERTIFICATE		
DEED POLL		
OTHERS		