



CONSULATE GENERAL OF SAINT LUCIA

APPLYING FOR A SAINT LUCIA MARRIAGE CERTIFICATE
REGISTRY OF CIVIL STATUS APPLICATION FOR VITAL RECORD(S) FORM

Persons who were married in Saint Lucia and would like to apply for marriage certificates must submit the following to the Registry of Civil Status in Saint Lucia:

1. Completed civil status application for vital record(s) form
2. Name of marriage officer who performed the marriage, **if known**.
3. Certified copy of **valid** photo identification.
4. Fee of USD\$5.00 (per marriage certificate)
Fee can be paid by Cash (notes only **NO coins**)
NOT ACCEPTABLE: personal or bank cheques, bank or wire transfers, coins (no toonies/loonies, etc.)
NOT ACCEPTABLE: MoneyGram, Western Union or postal money orders
NOTE: Canadian Money orders (bank and post office) are not accepted because they are not micro-encoded.
5. **URGENT delivery**, include a **FedEx prepaid package and return label**. Keep a copy of the tracking information and ensure that the address on the waybill is complete and accurate.

REGULAR delivery (Saint Lucia Postal Service - processing time of 2-4 weeks), **MUST** submit an additional payment of USD\$5.00.

Please mail forward all requirements to:

The Registrar

Registry of Civil Status

Brazil Street

Castries Saint Lucia W.I

Telephone Number: 758 468 3195

Contact E-mail: civilstatusregistry@gmail.com





CONSULATE GENERAL OF SAINT LUCIA

INSTRUCTION GUIDE FOR APPLICATION FOR VITAL RECORD(S) FORM

PART 1

APPLICANT'S INFORMATION

First name: Enter christian name(s).

Last name: Enter surname.

Residential Address: Enter residential postal address.

Employment Address: Enter employment postal address.

Cell Phone #: Enter cellular/mobile telephone number.

Home #: Enter home telephone number.

Work #: Enter work telephone number.

Email Address: Enter email address.

NIC #: Enter Saint Lucia NIS/NIC number, if known. **(Applies to Saint Lucian Nationals only).**

Form of ID: Enter type of valid photo ID provided with application. For example, if providing a certified copy of a Provincial driver's licence, enter "Driver's licence". If providing a providing a certified copy of a passport, enter "Passport".

Are you the.....: Select (tick) who the person applying for the marriage certificate is, if you are applying on behalf of someone, state your relationship to the bride or groom. Leave blank, if you are applying for your own marriage certificate.

PART 2

WEDDING INFORMATION

Date of Wedding: Enter Date of Wedding (Format: DD/MM/YYYY).

Parish/Hotel: If married in church Enter Parish, for example, Castries or Gros Islet.
If married in a hotel, Enter name of hotel.

Church/Denomination/Other: Enter name of Church or Denomination. If Church/denomination do not apply, enter Other.

PART 3

BRIDE'S INFORMATION

Last name: Enter surname.

First name: Enter first name(s).

Middle name(s): Enter middle name(s).

Date of Birth: Enter Date of Birth (Format: DD/MM/YYYY)





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PART 4

GROOM'S INFORMATION

Last name: Enter surname.
First name: Enter first name(s).
Middle name(s): Enter middle name(s).
Date of Birth: Enter Date of Birth (Format: DD/MM/YYYY)

PART 5

CERTIFICATE INFORMATION

Citation: Leave Blank
Number of copies: Enter number of copies of marriage certificate you require
Example, if you need two copies, Enter 2.
Signature: Enter your signature
Date: Enter date signed (Format: DD/MM/YYYY)

Registrar Rectification:

I hereby authorize the Registrar/Adjudicator of the Civil Status Registry to Amend/Rectify if necessary the above mentioned vital record(s) of the subject.

Signature: Enter your signature
Date: Enter date signed (Format: DD/MM/YYYY)





**Registry of Civil Status
Application for Vital
Record(s)**

For Official Use

Application Clerk: _____ Time: _____

Cashier's Signature: _____

Amt: _____ Time: _____

Receipt No.: _____

1. Applicant's Information

First Name: _____ Last Name: _____

Residential Address: _____

Employment Address: _____

Cell Phone #: _____ Home #: _____ Work #: _____ Email Address: _____

NIC #: _____ Form of ID: _____

Are you the: Mother ☐ Father ☐ Sister ☐ Brother ☐ Other: _____

2. Wedding Information

Date of Wedding (dd/mm/yyyy): ____/____/____ Parish/Hotel _____

Church/Denomination/Other: _____

3 Bride's Information

Last Name

First Name:

Middle Name(s): _____ Date of Birth (dd/mm/yyyy): ____/____/____

4. Groom's Information

Last Name:

First Name:

Middle Name(s): _____ Date of Birth (dd/mm/yyyy): ____/____/____

5. Certificate Information

Citation:

Number of copies _____ (USD\$5.00 per copy)

Signature: _____ Date: _____

Received by: _____ ID: _____

Registrar's Rectification:

I hereby Authorize the Registrar/Adjudicator of the Civil Status Registry to Amend/Rectify (if necessary) the above mentioned vital record(s) of the subject.

Signature: _____ **Date:** _____