



CONSULATE GENERAL OF SAINT LUCIA

**PASSPORT APPLICATION GUIDE**

**Update: Passport Applications are to be submitted by Mail ONLY.**

1. The guide provides assistance on how to complete the passport application form and details all the requirements. Do not submit the guide. All four (4) pages of the passport form must be submitted.

Each page of the passport form must be printed on a separate sheet of Letter size paper (8.5 x 11 inches). To avoid any delay in processing your passport application, complete all sections of the form. If any section of the form does not apply to you, insert "N/A" (not applicable).

Type or print in CAPITAL letters. If you are completing the form by hand, write clearly. If you are completing the form online, you must print the form to sign, date and to have your Recommender complete Section 7. No whiteout must be used on the form. Do not staple the form.

2. The following must be submitted with the completed passport application form:

PASSPORT APPLICATION FORM - REQUIRED DOCUMENTS		
Required Original Documents (not laminated)	Required By	Purpose
Saint Lucian Birth Certificate or Foreign Birth Certificate <u>plus</u> Saint Lucian Citizenship Certificate	All Applicants	Proof of Saint Lucian Citizenship
Saint Lucian Passport	All Applicants	Cancellation/Replacement of expired passport
Valid Saint Lucian National Identification card or Valid Saint Lucian Driver's licence or Proof of N.I.C. Document	All Applicants over 16 years old	Proof of National Insurance Registration
Deed Poll or Change of Name Document	Applicants with <u>legal</u> name changes	Proof of Legal Name change
Marriage Certificate	Married and Divorced women only	Proof of Marriage
Divorce Certificate	Divorced women only	Proof of Divorce
Death Certificate	Widowed women only	Proof of Spouse's death
Authenticated English Translation of Documents	Applicants with documents not in English	All documents <u>must</u> be submitted in English

Birth Certificate **must** state:

- Applicant's name
- Date and Place of birth (for example, *February 15, 1968, Victoria Hospital*)
- District and State of Birth (for example, *Castries, in the State of Saint Lucia*)
- Name(s), Addresses and Occupations of Parent(s)
- Date when Registered
- Red Seal attached

An applicant can no longer present the baptismal certificate along with the birth certificate. If the applicant does not have a birth certificate or the applicant's christian name(s) is not on their birth certificate, see **Applying for a Saint Lucian Birth Certificate** (under the Forms section of the website).



## Page 1 of the Passport Application form

3. Select **New Application** if applicant has a green (not machine-readable) passport. Select **Renewal** if applicant has a blue (machine-readable) passport. Select **Replacement** if applicant's passport is either lost or damaged or not available. Select **Replacement** if renewing passport before the passport expires.

Select **CHILD** for applicants under 18 years old. Select **ADULT** for applicants 18 years old and older.

**SURNAME** enter applicant's last name. Married woman who want to use their husband's surname, enter new surname. **CHRISTIAN NAMES** enter applicant's name as it appears on the applicant's birth certificate or deed poll document [if applicant has changed their name]. ☐

**NATIONAL INSURANCE NUMBER** This is applicable for all applicants over 16 years old. The number can be found on either on your Saint Lucia National ID card/Saint Lucia Driver's Licence/NIC card). If unknown or if the applicant does not have a number, please leave blank. See No. 16.

## Page 2 of the Passport Application form – Section 1 to Section 5

4. Section 1 **SURNAME** enter applicant's last name. Married woman who want to use their husband's surname, enter new surname. **CHRISTIAN NAMES** enter applicant's name as it appears on the applicant's birth certificate or deed poll document [if applicant has changed their name]. **MAIDEN NAME** [applies to Married Women only] enter applicant's last name at birth. **Has Name Been Changed?** [Applies to persons who have legally changed their name] enter applicant's previous name (first name(s) and last name) **before** the name change. **COUNTRY OF BIRTH** enter country applicant was born in, if Saint Lucia enter **SAINT LUCIA**; for persons not born in Saint Lucia, enter country of birth. **DATE of BIRTH** enter date of birth in the following format **DD MM YYYY**. **PROFESSION or OCCUPATION** – enter your current occupation. If unemployed, enter UNEMPLOYED. If a student, enter STUDENT.

Select **Mr** – if male. Select **Mrs.** – if married female. Select **Miss** – if unmarried female. Select **Married**, if married [does not include common-law marriage]. Select **Single**, if single. Select **Divorced**, if legally divorced. ☐

**Local Address** – address where applicant resided in Saint Lucia. **Foreign Address** – address in Canada, please include apartment (if applicable), city, province and postal code. **Height** – enter in metres. Do NOT enter height in feet and inches. **Colour of Eyes** – enter eye colour. **Colour of Hair** – enter hair colour. **Special peculiarities** – enter if applicable. Example, mole on right chin. **Tel No.** – enter contact telephone number. **E-mail Address** – enter e-mail address.

5. Section 2 **Citizenship** – If the passport applicant is a citizen of Saint Lucia by birth, enter **BIRTH**. If the passport applicant is a citizen of Saint Lucia by Registration, enter **REGISTRATION**. If the passport applicant is a citizen of Saint Lucia by Naturalization, enter **NATURALIZATION**.

**If a Citizen of Saint Lucia by Registration or Naturalization Enter Certificate Number** – If applicant's citizenship certificate has a certificate number enter the certificate number. If there is no certificate number, enter N/A. Place of Issue enter **SAINT LUCIA**. Date of Issue enter date of issue in format **DD MM YYYY**. ☐

6. Section 3 Part (a) **Completed by all Married Women**  
**Husband/Former Husband's SURNAME**, enter Husband/Former Husband's last name. **CHRISTIAN NAMES**, enter Husband/Former Husband's christian name(s) as it appears on the applicant's marriage certificate. **Place of Marriage**, enter City of marriage ceremony. **Date of Marriage**, enter date of marriage in format **DD/MM/YYYY**. **Husband/Former Husband's Nationality**, enter husband's nationality.

Section 3 Part (b) **Completed by married women who are citizens of Saint Lucia by Naturalization**  
**Particulars of Husband/Former Husband's: Place and Date of Birth**, enter Husband's country of birth and date of birth. ☐

**If husband was born in Foreign country** (not in Saint Lucia) **Place and date of Father's birth**, enter country of birth and date of birth [of husband's father]. Date Format: **DD MM YYYY**. If husband was born in Saint Lucia, enter **N/A** (not applicable).

Married women, if Part (b) does not apply, enter **N/A** (not applicable) in Part (b).

Unmarried woman, enter **N/A** (not applicable).

7. Section 4 can no longer apply to any applicant, enter N/A (not applicable) in 4 A and B. ☐

8. Section 5 is used for the passport applicant's Next of Kin. **It is not permission/authorization for someone else to collect the applicant's passport/documents.** ☐



A next of kin is a spouse/relative/friend **residing in Canada**, who is only communicated with if the applicant cannot be reached. Enter the next of kin's name, full address (including the city, province and postal code), relationship, and contact telephone number.

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**Page 3 of the Passport Application form – Section 6 to Section 9**

9. Section 6 is the Declaration section. The document number is the passport number. Enter your current passport number. If the passport is lost or stolen or unavailable, please leave blank. Applicant must sign and date this section. Date Format: **DD MM YYYY**.

**EXCEPTION: MINOR Applicant under 16 years old:** The applicant's parent/legal guardian must sign and enter the date in section 6. ☐

**MINOR Applicant over 16 years old but less than 18 years old:** The applicant writes their name and enters the date in section 6. The applicant's parent/legal guardian must complete and sign section 9. See No. 14.

10. Section 7 is the Recommender section. This section must be completed by the applicant's Recommender (Guarantor). All applicants (first time, renewal and replacement) must have a Recommender complete section 7. The Recommender should be a prominent person in society such as a lawyer, justice of peace, notary, minister of religion, or doctor. A relative cannot be the applicant's Recommender.

The Recommender must complete Section 7 and then affix his or her stamp/seal in Section 7. The Recommender must fill in the numbers of years that he/she knows the applicant. ☐

If the Recommender does not know the applicant but is willing to attest that the applicant is the person signing the form (based on applicant's photo identification presented and passport photographs provided), then the Recommender can fill in "0 years- Appeared in Person" in the space in Section 7 [where the Recommender would insert] the number of years that he/she knows the applicant.

The recommender must sign the back of at least one of the two passport photographs submitted. See No.11.

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**11. Passport Photograph Requirements**

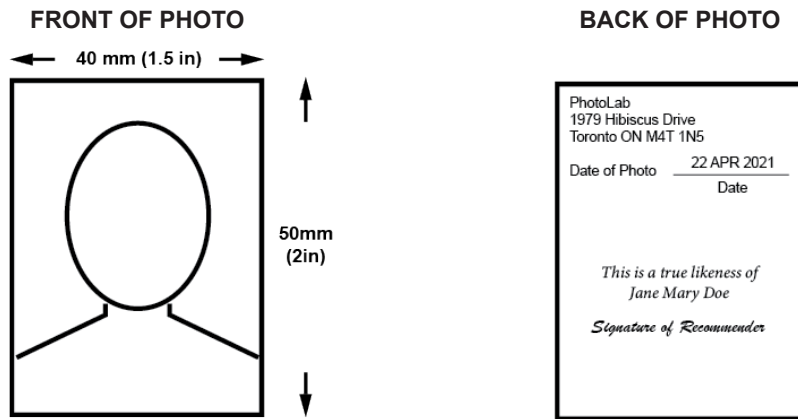
Quantity: Two (2) identical passport photographs are required for each passport application.  
Date of Photos: Less than three (3) months old.  
Dimensions: 50 mm (2 inches) in height and 40 mm (1-1/2 inches) in width.

Standards for Acceptable Photos:

1. Photos must be against a plain, uniform white or light coloured background.
2. The face must be square to the camera, with a neutral expression and with the mouth closed.
3. Person's ears, forehead and throat must be visible.
4. No prescription or sunglasses should be worn.
5. Not Allowed -Tank tops, vests, halter tops, camouflage tops, hats and scarves.
6. Photos without proper backing are not acceptable. Photographic papers must have a backing that accepts and retains the photographer's stamp and date, and the guarantor's statement and signature, without smearing.
7. Both photos must bear the name of business where the photographs were taken and the date that the photo was taken.
8. Automated photographs (from a booth) are NOT acceptable.
9. The back of ONE photo must have the name of the applicant and the Recommender's signature: ☐

This is a true likeness of  
Jane Mary Doe  
*Signature of Recommender*





12. Section 8 of the passport application form must be completed if the applicant's passport is lost/damaged/unavailable.

**No**....., enter applicant's lost/damaged/stolen passport number, if known. If unknown, enter DO NOT RECALL. **Issued at** ..... if issued in Saint Lucia, enter SAINT LUCIA. ; if issued in another country (pre-2007 [green] not machine readable passports), enter country. **On**..... enter passport date of issue [Format: **DD MM YYYY**]. If you do not recall the date enter DO NOT RECALL. Bearer's name, enter your **FULL NAME** (as appeared on lost/damaged/stolen passport). For **Circumstances in which passport was lost/destroyed/other reason for its unavailability**, enter brief sentence on how the passport was lost/damaged/why not available. **Place and date of loss**, enter location of where passport was lost and the date of the loss. **What measures were taken at time to report loss and obtain recovery?** Enter brief sentence about what you did to locate the passport. **Has loss been reported to the Police?** If yes, enter **YES**; If no, enter **NO**. **If yes, address of station**, enter station and the address of the station.

Section 8 must also be dated and signed by the applicant. Date format **DD MM YYYY**. If applicant is a minor, a parent or legal guardian, must sign and date Section 8. ☐

If the applicant's passport is lost or stolen, please file a police report. A copy of the police report must be forwarded to the Consulate. If the police report is not in English, an authenticated English translation must be provided.

A replacement passport application (for a lost/stolen passport) will only be processed if accompanied by a police report and a Statement of Witness form (See No. 13).

If applicant's passport is not lost/stolen/unavailable enter N/A (not applicable).

13. Saint Lucian nationals applying for a Saint Lucian passport must submit a Statement of Witness form with their passport application form **if any of the following applies**:

1. Saint Lucia passport is lost or misplaced.
2. Saint Lucia passport is stolen.
3. Saint Lucia passport is damaged.
4. Saint Lucia Passport is not expired, and passport expiry date is more than six months away. For example, the passport expiry date is in 01 May 2022 and applicant wants to renew the passport in August 2021 (August 2021 to May 2022 is more than 6 months before the passport expires) so a Statement of Witness form must be submitted.

For more information, review the **Statement of Witness form** (under *Forms section of the website*). ☐

14. Section 9 must be completed by the applicant's parent or legal guardian if the **applicant is over 16 years old but less than 18 years old**. After **I**..... enter parent or legal guardian's full name, **the (relationship)** ..... enter either Father/Mother/Legal Guardian ..... **of Name**....., enter the applicant's full name. Parent or legal guardian must sign in this section. ☐

If the applicant is either under 16 years old or is over 18 years old, please enter N/A (not applicable).

#### Page 4 of the Passport Application form – Bottom of the Page – Section 10

15. Section 10 Specimen Signature of Applicant: An Adult applicant must sign in center of box. A minor applicant (under 18 years old) must write their first and last name in the center of the box. If the minor applicant is unable to write their name, please leave blank. ☐

Adult applicants: Ensure that the signatures in Section 6, Section 8 (if applicable) and Section 10 look the same.



16. **Proof of National Insurance Corporation (NIC) Registration:** An applicant who is sixteen (16) years old and over requires a national insurance number for their Saint Lucia passport application to be processed.

An applicant who has a national insurance number must provide one of the following as Proof of NIC Registration:

1. A copy of their proof of NIC document or
2. A coloured copy of a **valid** Saint Lucia national ID card (both the back and front of card) or
3. A coloured copy of a **valid** Saint Lucia driver's licence (both the back and front of card)

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An expired card cannot be used as proof of NIC registration. An applicant with either an expired Saint Lucia national ID or Saint Lucia driver's licence or who has a NIC/NIS card, must submit a **Request for Proof of NIC Form** (*under the Forms section of the website*). The expired Saint Lucia national ID card/Saint Lucia driver's licence/NIC card must also be submitted, if it is available.

An applicant who is over sixteen (16) years old and who has never registered with the NIC must submit a **N.I.C. Application for Registration Form** (*under the Forms section of the website*).

17. An applicant must be interviewed if the applicant is:

1. A first time applicant (person applying for a Saint Lucian passport for the first time), or
2. An applicant who is replacing a passport that is either lost/stolen/damaged/unavailable.

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Interviews are done by appointments, **after** the passport application is submitted and reviewed.

18. **Passport applications must now be submitted by mail ONLY via Canada Post** using a Canada Post Xpresspost "letter size" envelope [Dimensions: 31.5 cm x 24.1 cm (12.5 in x 9.5 in)]. Please retain the tracking information so you can track your passport application package.

**Applicants are advised to contact the Consulate at 416 203 8400 to review the passport application BEFORE mailing the application and requirements to the Consulate.**

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The applicant must also provide a prepaid Canada Post Xpresspost "standard size" self-addressed return envelope [Dimensions: 26 cm x 15.9 cm (10.2 in x 6.2 in)] with their passport applications. The applicant's name, complete postal address and telephone number are written in the **"Receiver/To"** section. When the completed passport and documents are received by the Consulate, they will be mailed to the applicant in the return envelope provided. It is the responsibility of the applicant to ensure that the address entered on the return envelope is complete and accurate. Keep the tracking information so you can track the return of your documents.

19. **Passport Application Fees:** The method of payment is by **bank draft/money order ONLY**, payable to "Consulate General of Saint Lucia". The applicant's name must be written on the bottom of the front of the bank draft/money order. **Cash payments are not accepted.**

Regular Fee (new or renewal of expired passport): CAD\$180.00

Replacement Fee (passport is lost/stolen/damaged): CAD\$210.00

Replacement Fee (passport not expired): CAD\$210.00

Expedited Fee (Rush processing): CAD\$210.00

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Processing Times: **REGULAR PROCESSING** - Passport application processing time is 6 to 8 weeks. **EXPEDITED PROCESSING** - Passport application processing time is 4-5 weeks. **The processing time for lost/stolen/unavailable/damaged passports is longer.**

20. **Privately Processed Passports:** A national residing in Canada, who processes their passport application privately, is responsible for informing the Saint Lucia Immigration Department to send their passport and documents to the Consulate. The national must pay a courier fee and also provide a prepaid Canada Post Xpresspost "standard size" self-addressed return envelope [Dimensions: 26 cm x 15.9 cm (10.2 in x 6.2 in)] to receive their passport/documents from the Consulate. Their name, complete postal address and telephone number are written in the "Receiver/To" section. It is the responsibility of the national to ensure that the address entered on the return envelope is complete and accurate. Keep the tracking information so you can track the return of your documents.

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The courier fee is CAD\$30.00 and the method of payment is **bank draft/money order ONLY**, payable to "Consulate General of Saint Lucia". The national's name must be written on the bottom of the front of the bank draft/ money order.

The bank draft/money order and the return envelope must be placed into a Canada Post Xpresspost "letter size" envelope [Dimensions: 31.5 cm x 24.1 cm (12.5 in x 9.5 in)] and mailed to the Consulate's address. The national's passport(s) and any other documents received will be forwarded to the national in the return envelope provided.

