



CONSULATE GENERAL OF SAINT LUCIA

**STATEMENT OF WITNESS FORM INSTRUCTION GUIDE**

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.

If a Saint Lucia passport is lost/misplaced/stolen/damaged, the Statement of Witness form is completed to explain how the passport got lost/misplaced/stolen/damaged. A valid Government photo identification must also be provided. Examples of acceptable identification: provincial driver's licence/provincial photo identification/Canadian permanent residence card/Canadian passport.

If a Saint Lucia passport is lost/misplaced/stolen, a police report must be submitted with the Statement of Witness form.

If the Saint Lucia passport is not expired and the passport expiry date is more than six months away, the Statement of Witness form is completed to explain why the applicant would like to renew the passport more than six months before the passport expires. For example, the passport expiry date is in August 2021 and applicant wants to renew the passport in Dec 2020 (Dec 2020 to August 2021 is more than 6 months so Statement of Witness form is required).

The Statement of Witness form has three pages. If you require additional space to complete your explanation, please reprint page two ("Continuation of Statement"), to continue your explanation. Ensure that the additional page(s) are signed and dated. Also include the additional page(s) in the total number of pages entered on page 1 of form.

Do not use whiteout on the form. If an error is made, you may redo the page(s) with error or scratch off and initial the correction made. A Statement of Witness form submitted with whiteout will not be accepted.

NOTE: If the passport is lost/stolen/misplaced/damaged/being renewed more than six months before the expiry date, the replacement passport fee is CAD\$210.00.





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**Page 1 of Statement of Witness Form**

**Name:** Enter your name on your birth certificate (christian name(s) and surname). Applicants who have legally changed their name will enter their name as it appears on their deed poll/change of name document. Married woman who want to use their husband's surname will enter their christian name(s) and new surname. Divorced/Widowed women who want to revert to their maiden name, will use the name on their birth certificate (christian name(s) and surname). The name of the Statement of Witness Form must be the same as the name on the passport application form.

**Nationality:** Enter "Saint Lucian".

**NIS #:** Enter your National Insurance Number, if known (on Saint Lucia National ID Card/Saint Lucia driver's licence or NIC card). If unknown, leave blank.

**Telephone #:** Enter your current telephone number.

**Address:** Enter your current address in Canada (address must be complete and include postal code and unit number).

**Date & Time:** Enter the date of completion of form and time (Date Format: DD-MM-YYYY) and Time Format: hh:mm).

**Place & Date of Birth:** If born in Saint Lucia, enter SAINT LUCIA. If born in another country, enter country of birth; Enter date of birth (Format: DD-MM-YYYY).

**Occupation:** Enter your current occupation/profession. If UNEMPLOYED, enter Unemployed; If a STUDENT, enter Student; If RETIRED, enter Retired.

**This statement consists of \_\_\_\_\_ pages signed by me.....**

Enter the number of pages of completed. You can enter the number of pages **after** completing the Statement of Witness form.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Enter your signature and the current date, in the format, DD-MM-YYYY.

The applicant provides the details of how the passport got lost/misplaced/stolen/ damaged or why the applicant wishes to renew the passport before it expires. Submit as much detail as possible. The explanation starts on page 1 and continues to page 2 of the form. Print clearly and skip a line between each paragraph.





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**Page 2 of Statement of Witness Form**

***Continuation of Statement***

You can continue your explanation on page 2.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Enter your signature and the current date, in the format, DD-MM-YYYY.

If more pages are needed to complete the explanation, please reprint page 2 of the Statement of Witness form (*Continuation of Statement*). Any additional page(s) must be included in the "Number of pages" section on page 1 of the Statement of Witness form.

**Page 3 of Statement of Witness Form Part 1**

**Part 1.** Applicant Section: Attesting that the information provided in the Statement of Witness form is true and correct.

**"I** \_\_\_\_\_ **of** \_\_\_\_\_

Further certify that the attached statement was made by me. Same is true and correct. I have been told that if the above statement is found to be false, I am liable to be prosecuted.

After **I**,            Enter your christian name(s) and surname

After **of**,            Enter the city, province and country where you currently reside.

Example, Toronto, Ontario, Canada

After I further swear that this statement is true and correct.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Enter your signature and the current date, in the format, DD-MM-YYYY.





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**Page 3 of Statement of Witness Form Part 2**

**Part 2. Witness Section**

The Witness must be a prominent person in society like a Justice of Peace/Lawyer/ Minister of Religion/ Notary/ Doctor, and will complete Part 2 and affix their stamp/seal.

I \_\_\_\_\_ **Justice of Peace, residing at** \_\_\_\_\_  
do witnessed the above statement, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ .

After I, \_\_\_\_\_ the Witness will enter his/her full name.

After **residing at** \_\_\_\_\_ the Witness will enter the city, province and country where he/she resides

After, **do witness the above statement this** \_\_\_\_\_ Witness enters current date (day/month /Year)

For example, **15<sup>th</sup>** day of **December, 2020**.

If the witness is not a Justice of Peace, replace "Justice of Peace" with the witness' profession (Lawyer/ Minister of Religion/ Notary/ Doctor).

**Signed** \_\_\_\_\_ (Witness signature)

**Date** \_\_\_\_\_ (Witness enter date of completion)

The Witness must enter his/her signature and the current date, in the format, DD-MM-YYYY. The Witness must affix their stamp/seal in this section.

