How to Obtain a Birth Certificate from Saint Lucia?

Nationals who require a birth certificate from Saint Lucia and are unable to do so in person (because they reside outside Saint Lucia) can either ask a friend or relative in Saint Lucia to apply for their birth certificate or retain a lawyer to apply for their birth certificate.

Any national who wishes to have a friend or relative apply for a birth certificate on their behalf must provide a letter of authorization to the person they are granting permission to apply for the letter on their behalf. The letter must be accompanied by photo identification from the person providing the authorization. The original authorization letter and certified photo identification must be submitted to the Registry of Civil Status by the person granted the authorization to apply on the national’s behalf. The person given the authorization must present their photo identification to the Registry of Civil Status.

Acceptable forms of photo identification include Saint Lucian passport, Saint Lucia National ID card, Saint Lucian driver’s licence, Canadian passport, Provincial Identification card, Provincial driver’s licence and Permanent Residence card.

If national has an old/incomplete birth certificate and/or a baptismal certificate, it is advised that they provide those documents so that certified copies can be made and attached to the authorization letter and their photo identification.

Preparation of the Authorization Letter by Consulate

A national who requires an authorization letter and is able to come in person to the Consulate must arrange an appointment to request an authorization letter. In order for the letter to be prepared the national must present photo identification and provide the name of the authorized person who will be applying for the birth certificate for the national residing in Canada. The letter is signed by the national in the presence of the Consul General.

The authorization letter is prepared with a certified copy of the photo identification. The cost of the letter is CAD$20.00 and is payable by debit/credit card/money order only. If paying by money order, the money order is made payable to “Consulate General of Saint Lucia”. Please write your name at bottom of front of money order.

The national is responsible for sending the original authorization letter and certified copy of the photo identification to Saint Lucia. The authorized person (with their photo identification) will present the original authorization letter and the certified copy of the photo identification to the Registry of Civil Status in Saint Lucia in order to make the request for a birth certificate. Other documents may be required by the Registry to complete the process. The Registry will advise whether any other documents are required.
Preparation of the Authorization Letter by Lawyer/Notary

A national who requires an authorization letter and is unable to come to the Consulate must go to a lawyer/notary to have the authorization letter signed in their presence. The original authorization letter must be still accompanied by photo identification from the person providing the authorization (passport, or government issued identification). The authorization letter is signed by the national in the presence of the lawyer/notary and a certified copy of the photo identification should be prepared by lawyer/notary. Once the authorization letter and certified copy of the identification is completed, they must be taken to the authentication and legalization office of the provincial government to confirm that the lawyer/notary who has prepared the authorization letter and certified the photo identification is authorized to do so in the province where they are located.

Once this is process is complete, the authorization letter and certified copy of identification must be sent to the Consulate for authentication. The cost of authenticating the letter and photo identification is CAD$20.00 and is payable by debit/ credit card/money order only. If paying by money order, the money order is made payable to “Consulate General of Saint Lucia”. Please write your name at bottom of front of money order.

The national must also provide a prepaid Canada Post Xpresspost self-addressed envelope. The authenticated authorization letter and photo identification will be returned to the national in the envelope provided, once the authentication process is complete. Please ensure that the name, telephone number and complete postal address are filled in the Receiver/To section of the Canada Post Xpresspost envelope.

The national is responsible for sending the original authorization letter and certified copy of the photo identification to Saint Lucia. The authorized person (with their photo identification) will present the original authorization letter and a certified copy of the photo identification to the Registry of Civil Status in Saint Lucia in order to make the request for a birth certificate. Other documents may be required by the Registry to complete the process. The Registry will advise whether any other documents are required.

It advisable that once the new birth certificate has been issued and picked up that it be couriered to the Consulate. Please ensure that the national’s contact information (telephone number and e-mail) is provided so the Consulate can contact the person who the birth certificate is for. In order for the birth certificate to be mailed to the national, a prepaid Canada Post Xpresspost self-addressed envelope to the Consulate so the birth certificate can be mailed to them when the birth certificate has been received by the Consulate. Please ensure that the name, telephone number and complete postal address are filled in the Receiver/To section of the envelope.