



CONSULATE GENERAL OF SAINT LUCIA

PASSPORT APPLICATION INSTRUCTION GUIDE

Please read the instructions carefully before completing the application
All necessary documents must accompany the application form
ALL DOCUMENTS SUBMITTED MUST BE ORIGINAL

The following information is a guide to completing the attached application form for persons who reside in Canada. Please complete all sections that apply to you. If a section of the application form does not apply to you please enter "N/A" (not applicable).

1. Completed application form.

2. Original Birth Certificate. Please ensure that If Applicant's Christian(s) is recorded on the Birth Certificate.
Saint Lucia Passport Application Applications-Change in Acceptable Documents (Effective 1st January, 2015)

The Consulate General of Saint Lucia in Toronto wishes to inform all citizens of Saint Lucia residing in Canada that the Saint Lucia Immigration Department has advised effective **1st January, 2015**, passport applications will be processed with the birth certificate ONLY, which includes applicant's first name, along with other relevant documents. Applicants will **no longer be allowed to present the baptismal certificate along with the birth certificate, which does not include the applicant's first name**. This means that **all passport applications must be submitted with a birth certificate with the applicant's first name on it**. For more information please visit the Rectification Guidelines section of our website.

3. Where any submitted official document is in a foreign language (i.e. not in English), an English translation of that document by a recognized translator along with the original document must be submitted.

4. Cover page: New Application- select if your current expired passport is a "green, non- machine readable" passport; Renewal-select if your current expired is a "blue machine readable" passport; Replacement -select if your passport is lost or damaged.

Passport Recall Effective 31st January, 2015, persons holding "green, non-machine readable" passports will no longer be valid even if they have not expired. All persons holding "green, non-machine readable" passports must apply for new "blue machine readable" passports.

5. For Section 1 - Maiden Name (married woman only - the applicant's last name before marriage. Has Name Been Changed? - If you have had a previous name which has been changed, please include your name previous name. Profession/Occupation- Please insert your present occupation. If unemployed, please insert unemployed, if a student, please insert student. Address area: Local Address (address in Saint Lucia), Foreign Address (address in Canada, please include city and postal code). Applicant's height must be in meters not feet and inches.

6. Section 2- Citizenship-If the passport applicant is a citizen of Saint Lucia by birth, insert "Birth". If the passport applicant is a citizen by Registration or Naturalization, please enter the applicant's certificate number (see Citizenship Certificate document), if there is no Certificate Number, please indicate Date on Citizenship document. Persons who are citizens of Saint Lucia by Registration or Naturalization must provide their original Saint Lucia Citizenship Certificate document. They must also provide their Birth Certificate. Photocopies are not accepted. Reissue of Citizenship Certificates can be requested from the Ministry of Home Affairs. For more Information, please visit the "Re-issuing of Citizenship Certificate" under the "Forms" section of our website.



7. Section 3 must be completed if the applicant is a Married woman. Married women must provide their **original** marriage certificate. Photocopies are not accepted.
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8. Section 4 must only be completed if the passport applicant was registered as a Citizen in an abroad state. This means that the applicant was not born in Saint Lucia and applicant did not apply for Citizenship in Saint Lucia.
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9. Sections 5 - For passport applicants residing in Canada and processing the passport application through the Consulate in Toronto, this section must be used for your **Next of Kin**. Next of Kin is a spouse/friend or relative we can contact if we are unable to reach the passport applicant. The Next of Kin must reside in Canada. Please provide their full address including the city and postal code. A contact number must also be provided.
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10. If there is a change in the applicant's name, please provide the **original** Change of Name or Deed of Poll document. This document must be submitted every time a passport application is submitted.
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11. Widowed women please provide the **original** death certificate. Photocopies are not accepted.
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12. Divorced women please provide the **original** marriage certificate (not their marriage licence) and the original divorce decree. Photocopies are not accepted.
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13. Three (3) recent identical passport photographs
- a. Photograph size is size of the 2" length by 1-1/2" width.
 - b. Photographs must be less than three (3) months old.
 - c. Photographs must bear the date that they were taken.
 - d. At least one photograph must be signed by the recommender in Section 7 of the application form.
 - e. Automated photographs (from a booth) are NOT acceptable.
 - f. Photographs must be taken with the full face and ears clearly visible. Hair must NOT cover ears and hats are not allowed.
 - g. Photographs with tank tops, vests, halter tops, camouflage tops, etc. will not be accepted.
 - h. Only Prescription (and non-tinted) eye glasses will be accepted.
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14. All Saint Lucian applicants over the age of sixteen (16) years old require a National Insurance Number. Applicants who already have a National Insurance Corporation card must bring in the card when submitting an application form so a copy can be attached to the application. Applicants can also provide their Saint Lucia Identification Card or their Saint Lucia Driver's Licence (with National Insurance Number /Social Security number on the card). If the applicant does not have their NIC Card/Saint Lucia ID Card or Saint Lucia Driver's Licence then they must complete the NIC application form, available under the forms section of our website. This completed form must be presented with the passport application so that the Consulate can request Proof of NIC for the passport applicant. ****Once proof of NIC is provide by the NIC Department then the passport application can be forwarded to the Saint Lucia Immigration Department. First Time Applicants for NIC: Applicants who have never had a NIC number must complete the form and submit it with their passport application. The same process applies.****
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15. The passport application fee is payable by **money order only**. NO PERSONAL CHEQUES. The money order must be made payable to "**Consulate General of Saint Lucia**" and the applicant's name must be printed on the front of the money order. Regular Fee **CAD\$180.00** Replacement Fee (if passport is lost/stolen or damaged, or if the passport is a machine readable passport with more than six months before the expiry date) **CAD\$210.00**. Please note that at present there is no expedited service for applicants applying for passports through the Consulate. The normal passport application processing time is six (6) to 8 (eight) weeks. This time cannot be guaranteed.



16. Applicants outside the Greater Toronto Area or applicants who want their passport mailed (within Canada ONLY) once received by the Consulate must provide a Canada Post self addressed, prepaid, Express Post registered envelope with the passport application. Once the new passport and documents are received they will be sent to you in the envelope provided.
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17. Signature of applicant must be provided in Section 6 and Section 10 (if applicant is sixteen years old and over). If passport applicant is under 16 years old, the parent/legal guardian must sign section 6. If minor is unable to print their name, Section 10 must be left blank. If the minor is able to print his/her name, then they can sign in section 10. If parent signs Section 6, then Section 9 can be left blank.
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18. If the passport applicant is over 16 years old but less than 18 years old, Section 9 must be completed by the parent or legal guardian.
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19. Please note that all passport application require a recommender every time a passport application is submitted. The Recommender must complete Section 7 and stamp. Acceptable persons to use as recommenders are doctors, lawyers, ministers of religion and justices of the peace.
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20. If the applicant's passport is lost, please file a police report. The police report must be faxed directly to the Consulate. If the police report is not in English then an English translation must be provided by a recognized translator. A replacement passport application can only be processed if accompanied by a police report and a Statement of Witness Form. The Statement of Witness form must also be signed and stamped by the Recommender. Section 8 of the passport application form must be must be completed if the applicant's passport is lost. All persons who have lost their passport must have an interview once the completed passport application has been submitted and reviewed by the Consulate. If you live outside the Greater Toronto Area, the interview will be conducted by telephone.
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21. If applicant's passport is damaged, please complete a Statement of Witness form. This form must also be signed and stamped by the Recommender. Acceptable persons to use as recommenders are doctors, lawyers, ministers of religion and justices of the peace. Please note that you cannot use a relative as a recommender.
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22. No **whiteout** must be used on the form as this invalidates the form.
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23. If the applicant is unable to pick up their passport(s) and documents once the documents have been returned to tot the Consulate their either have someone pick up on their behalf. They must provide a letter of authorization and the person appointed to pick up their documents must provide photo identification. The other option is that the applicant can request that their passports and documents be mailed to them. The applicant must purchase a Canada Post Expresspost standard size envelope. Please ensure that the complete postal address must be filled in (in the receiver area). This envelope must be mailed to the Consulate. Once the passport(s) and documents are received by the Consulate, they will be mailed to the applicant in the Canada Post Expresspost standard size envelope provided.
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Please note that the Consulate recommends that applicants residing in Canada process their passport applications through the Consulate General of Saint Lucia in Toronto.

If applicants choose to process privately (directly through the Saint Lucia Immigration Department), once the new passport is issued, their passport and documents will be sent to the Consulate General of Saint Lucia in Toronto. Passport and documents will not be sent directly to the applicant or handed over to any person designated by them to pick up their passport and documents.

This has been implemented to protect the security of all applicants' passports and documents. The passport and documents will be sent to the Consulate General of Saint Lucia in Toronto and the applicant will be responsible for any courier charges incurred.



<input type="checkbox"/> New Application <input type="checkbox"/> Replacement Passport <input type="checkbox"/> Renewal	FOR OFFICIAL USE DO NOT WRITE IN THIS BOX BARCODE	CHILD <input type="checkbox"/> ADULT <input type="checkbox"/>
Please write your name here		
(Surname)	(Christian Names)	
National Insurance Number		

FORM "A"
APPLICATION FOR A SAINT LUCIA PASSPORT
IMPORTANT. Read instructions carefully before completing the form
INSTRUCTIONS

(A) SECTIONS OF FORM TO BE COMPLETED

- Section 1&2** - All Applicants (where applicable)
- Section 3 (a)** - Married women (widow/divorce)
- Section 3 (b)** - Women who are citizens of St. Lucia by naturalization
- Section 4**-All applicants (if applicable)
- Section 5**-All applicants (if applicable)
- Section 6**- All applicants (parent / guardian, if under 16)
- Section 7**-First time applicants and replacements
- Section 8**-Application for Replacements only
- Section 9**- For parents/guardians of children who have not attained the age of 18 years

N.B. In the case of a guardian, a statutory declaration is required.

(B) SIGNING THE FORM

- Section 6**— Signature of applicant, if 16 years and over or that of parent/guardian, if under 16 years.
- Section 7**— Should be completed and signed by the person verifying the applicant's declaration and should be a prominent person in the society such as a doctor, lawyer, minister of religion or justice of the peace.

N.B. Family members are not acceptable recommenders.

Recommendations from members or officials of firms should bear the printed stamp of the firm. The recommender should certify on the reverse side of one photograph that it is a true likeness of the applicant. **Recommenders are reminded of section 5 (1) and (2) of the Passport Amendment Act No. 23 of 2003.**

- **A first applicant is (18 years & over) required to pay for his/her application in person and attend an interview with the Immigration Department.**

(C) DOCUMENTS TO BE PRODUCED

Any applicant who surrenders with this application a previous Saint Lucia passport, which was issued in Saint Lucia, **WILL NOT NORMALLY** be required to produce any other documents unless;

- the information on the passport is not legible
- The applicant's name or status has been changed

However, if passport was issued overseas, applicant would be required to produce documents as required by first time applicants.

C (a) FIRST TIME APPLICANTS

- Birth certificate
- Change of name document (if applicable)
- Marriage certificate (women only and if applicable)
- Divorce certificate (women only and if applicable)
- St. Lucia Citizenship document (if born overseas)
- Death certificate (widow)
- National identification card

N.B in all cases only ORIGINAL documents or certified copies will be accepted.

(D) FOREIGN LANGUAGES

In cases where the original document is of a foreign language, an English translation of that document by a recognized translator along with the **original** or a certified copy **must be** produced.

(E) Replacement Passports

Applicants would be required to provide, a written statement detailing the reason/s for wanting the passport replaced. Supporting documents (e.g. fire or police report) from the appropriate authority would also be required.

(F) Children

Note — Where an Order or direction has been made by the High Court or in Chambers or by a magistrate regarding the custody of a child, such Order must be produced or the nature of the direction stated.

PHOTOGRAPHS

(G) Two (2) passport size copies of a recent photograph of the applicant must be included with the application. These photographs must be taken full face without hat . Only prescription glasses will be accepted.

(H) COLLECTION OF PASSPORTS (Sec. 5)

Applicants are required to provide the name of an individual whom they may wish to collect the passport on their behalf. The individual who must be at least 18 years old, would be required to produce his/her National Identification card upon collection.

N.B. THE IMMIGRATION HEAD-OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL SUPPORTING DOCUMENTS AND/ OR REQUIRE AN APPLICANT TO ATTEND ONE OR MORE INTERVIEWS BEFORE ISSUING A PASSPORT

(I) Receipts must be produced upon collection of passports.

N.B CHILDREN WILL NOT BE INCLUDED ON PARENT(S) PASSPORTS.

NB: ALL APPLICANTS CAPABLE OF SIGNING SHOULD PROVIDE SPECIMEN SIGNATURE AT SECTION 10

I Surname (in block capitals)		State whether <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	
Christian Names (in full) (in block letters)		Married <input type="checkbox"/>	
Maiden Name (If applicant is a woman who is or has been married)		Single <input type="checkbox"/>	
		Divorced <input type="checkbox"/>	
Has name been changed If so, state original name (otherwise than by marriage?)		PERSONAL DESCRIPTION	
		Height	Metres
Country of Birth	Date of Birth (dd/mm/yy)		Colour of eyes
			Colour of Hair
Profession or Occupation		Special Peculiarities	
Local Address (in block letters)	Foreign Address (if applicable) (in block letters)		Tel No. (h) Mobile :
		Tel No. (w)	
E-Mail Address(es)			
2 CITIZENSHIP: State whether citizen of Saint Lucia by birth naturalization or registration		Citizen of Saint Lucia by:	
If citizen of St. Lucia by registration or naturalization give particulars of registration or naturalization certificate	Certificate Number	Place of issue	Date of issue(dd/mm/yy)
3 MARRIED WOMEN applying for a passport must complete (a) and where applicable (b)			
(a) Husband or former husband(s)		Surname	Christian Name(s)
Surname and full Christian names			
Place of marriage		Date of marriage (dd/mm/yy)	Husband or former husband(s) nationality
b) Women who are citizens of Saint Lucia by naturalization only			
Particulars of husband or former husband(s)	Husband's place and date of birth	If husband was born in a foreign country give place and date of his father's birth	
State whether married more than once			
State Yes or No			
4 A. If applicant's birth was registered as a citizen of Saint Lucia abroad state:			
Name of Consulate	Date of Registration	Place and date of parent's birth	
B. Particulars of applicant's parent:			
(a) Name.....			
(b) District (if born in Saint Lucia) Date of birth.....			
(c) (If citizen of Saint Lucia by naturalization or registration) -			
Certificate No..... Date and Place of issue.....			
5. Please enter the name of an individual whom you may wish to collect passport on your behalf.			
Name:		NIS #:	
Address:		Telephone Number(s):	
Cellular Number(s):		Relationship	

6 DECLARATION

- A** I declare that the information given in the application is correct to the best of my knowledge and belief, and
- B** That I have not lost the status of Citizen of Saint Lucia, and
- C** That I have not previously held or applied for any passport whatever,
- or **D** That all previous passports granted to me have been surrendered other than passport or travel document No. which is now attached and that I have made no other application for a passport since the attached passport or travel document was issued to me.

Signature: Date:

Note:— If you have had a passport which has been lost, delete C and D and complete Section 8 on page 3 of this form.

7 RECOMMENDER (for first applicant and replacement passports)

I, (name in block capitals)
certify that the applicant has been known personally to me for years, and that to the best of my knowledge of him/her, I believe the facts stated on this form are correct, and that he/she is a fit and proper person to receive a passport.

Address Signature
..... Profession
..... Date

IMPORTANT: Applicants and recommenders (section 6 & 7) are warned that should any statement contained in their respective declarations prove untrue, the consequences to them may be serious. The attention of persons who are asked to sign this declaration is specially called to the fact that it can only be signed from **personal knowledge** of the applicant and not from information obtained from other persons. **See Section 5(1) & (2) of the Passport Amendment Act No. 23 of 2003.**

8 PARTICULARS OF PREVIOUS PASSPORT WHICH HAS BEEN LOST OR IS NOT AVAILABLE FOR PRESENT USE

No. Issued at on
Bearer's names
Circumstances in which passport was lost or destroyed, or other reason for its non-availability.
.....
Place and date of loss
What measures were taken at the time to report loss and to obtain recovery?
.....
Has loss been reported to the Police?
If yes, address of station
I certify that the above particulars are correct and undertake in the event of the passport coming again into my possession to return it to the Saint Lucia Passport Office or to a Saint Lucian High Commission.

Date Signed

9 PARENT'S / LEGAL GUARDIAN'S CONSENT

(For applicants over 16 & under 18 years)

I (name) the (relationship)
of name (s) hereby give my consent
for him/her/ (a) to hold a passport,

Signature

DO NOT WRITE IN THIS AREA

FOR OFFICIAL USE

(Documents produced to be noted here)

Applicant's Birth Certificate No.	Marriage Certificate No.	Divorce Decree No.	Deed Poll No.	Citizen Certificate No.	Previous Passport No.	Foreign Passports No.

Any other documents to be noted here:.....
.....
.....

PAYMENT DETAILS

Date paid	Amount paid	Receipt Number

INFORMATION ON PASSPORT TO BE ISSUED

New passport Number..... Date of Issue

INTERVIEWER

Name.....

Date of Interview

SECTION 10

Applicants Photograph



Specimen Signature of Applicant

