



**EMBASSY OF SAINT LUCIA**  
**1629 K Street, NW, Suite 1250**  
**Washington, DC 20006**  
**Telephone: (202) 364-6792**  
**Fax: (202) 364-6723**  
**E-mail: [embassydc@gosl.gov.lc](mailto:embassydc@gosl.gov.lc)**

## **PASSPORT APPLICATION GUIDE**

### **PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

The following is a guide to completing the attached application form. To avoid delay in processing your application, please answer all questions in all sections of the application form.

To obtain a passport, **ALL** applicants must provide a **completed** application form which **MUST** be submitted together with the following:

1. **IF CURRENT PASSPORT WAS ISSUED PRIOR TO JANUARY 2017 PROOF OF CITIZENSHIP IS NEEDED:-**

• **Saint Lucian Birth Certificate:**

- The Saint Lucia Birth Certificate **must** state the:
  - Name of Applicant
  - Date and Place of Birth, e.g., April 02, 1950, Victoria Hospital
  - District and State of Birth, e.g., Castries, in the State of Saint Lucia
  - Name (s), Addresses and Occupation of Parent (s)
  - Date when Registered
  - Red Seal attached
- *Effective January 01, 2015, the 'Baptism & Birth' Certificate will **NO LONGER** be accepted.*
- In the event your name does not appear on your Birth Certificate, a rectification is needed.

**OR**

• **Foreign Birth Certificate accompanied by a Saint Lucian Citizenship Document**

2. **OTHER DOCUMENTS TO BE PRESENTED:-**

- Surrendering Passport (expired or valid);
- NIC Document/Valid National ID (if 16 years or older);
- Deed Poll/Change of name document (if applicable);
- Marriage Certificate (women only, if married);
- Divorce Certificate (women only, if divorced);
- Death Certificate (if widowed female).

**ALL DOCUMENTS SUBMITTED MUST BE 'ORIGINAL' (copies will not be accepted).**



5. **FIRST TIME PASSPORT APPLICANTS:-**

A first-time applicant is considered to be anyone who has never held a Saint Lucian passport and holders of Saint Lucian passports issued prior to Independence on February 22, 1979. All First time passport applicants must be interviewed by a Consular Officer. Applicants should also include the following when sending in the passport application:

- Provide a copy of valid Passport, and Driver's License or ID (must be notarized)
- Make an appointment for an interview with a Consular Officer

6. **LOST/STOLEN PASSPORTS: -**

Applicants with lost/stolen passports or applicants who are unable to surrender their most recently issued passport **must also** include the following when sending in the passport application:

- Complete, sign and date section 11
- Provide a Police Report
- Provide Statement of Witness Form (must be notarized)
- Make an appointment for an interview with a Consular Officer (notarized copy of a valid ID is required)

7. **PARTICULAR ATTENTION MUST BE PAID WHEN PROVIDING THE FOLLOWING INFORMATION ON THE FORM: -**

**Name:** **Must** be written in "**BLOCK LETTERS**"

**Date:** The preferred way for writing dates is to write out the month, e.g., 10 April, 1999.

**Current Address:** Full address must be written in **BLOCK LETTERS.**

**Signature:** Signatures of adult applicants must be provided (in the middle of the Signature box), at the top of first page of the form and in all other applicable sections of this form.

Signatures of minor applicants 8 years of age or older must also be provided (in the middle of the Signature box). For applicants below the age of 8 (unless full name can be provided/written), parents can opt to write "unable to sign".

Parents/Legal Guardians for minors below the age of 16 must sign the Declaration Section 12

Minor applicants 16 years of age or older must sign the Declaration Section 12.

## 8. PROOF OF NATIONAL INSURANCE CORPORATION (NIC) REGISTRATION

Applicants 16 years and older require a national insurance number when applying for a Saint Lucian passport.

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

- A copy of their proof of NIC document or
- A coloured copy of a valid Saint Lucia National ID card (back and front) or
- A coloured copy of a valid Saint Lucia driver's licence (back and front)

**Note: 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 for expedited verification of NIC number.**

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

### FEE BREAKDOWN: -

Passport Processing (fees include processing, courier to and from Saint Lucia and courier to return processed passport and documents to the applicant)

| Passport Service Type                   | Within the Continental United States | Outside the Continental United States |
|---|--------------------------------------|---------------------------------------|
| Regular Renewal Service                 | US\$160                              | US\$185                               |
| First Time Passport Application Service | US\$160                              | US\$185                               |
| Regular Replacement Service             | US\$195                              | US\$220                               |
| Expedited Renewal Service               | US\$195                              | US\$220                               |

All fees are payable in money order or cashier's cheque and should be written out to "THE EMBASSY OF SAINT LUCIA". Please note that fees are non-refundable.

### Processing and Return Time:

|                     |   |                 |
|---------------------|---|-----------------|
| Regular Passports   | - | 08 to 12 weeks  |
| Expedited Passports | - | 04 to 06 weeks  |
| Lost Passports      | - | 06 to 12 months |

PLEASE NOTE THAT PASSPORTS ARE NO LONGER ISSUED IN THE UNITED STATES. THEREFORE, APPLICATIONS WILL BE FORWARDED TO SAINT LUCIA ON A BI-MONTHLY BASIS, EXCEPT IN CASES WHEREBY EXPEDITED SERVICE IS REQUESTED.

*Last updated: July 27, 2022*