



EMBASSY OF SAINT LUCIA
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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, sections 4, 5, 6, 8, 9, 12, 13 & 10-11 (as applicable) should be completed 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 2022 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 or DL (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 except in the instance of the NIC Document).

3. RECOMMENDER:-

ALL (first-time, renewal and replacement) applicants must have Section 13 filled out by a recommender. The Recommender should verify the applicant's declaration/identity and affix the seal or stamp of the firm next to the section which he/she has filled out and duly signed.

Recommenders should be a (**non-relative**) prominent person in society such as the following:

- doctor
- lawyer
- minister of religion
- justice of the peace/notary*

***Please note that in the event the applicant chooses to use a notary as his/her recommender, it is not necessary that the applicant is known personally. The notary may adjust the contents of section 13 as below:**

'Years have known the Applicant: "0 years/days".....'

4. PHOTOGRAPHS:-

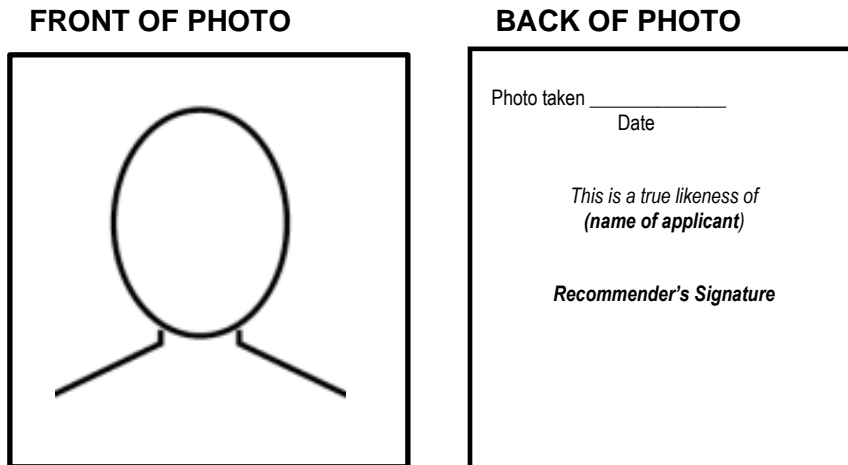


TWO (2) identical passport size photographs of yourself taken **within the past six (6) months**. All photographs must be taken:

- full face forward with ears, forehead, and throat visible (no turtle necks)
- no glasses
- no teeth visible
- in proper attire (photographs taken wearing tank tops, halter tops, white items of clothing (*which will blend with background*) etc., will not be accepted)
- without hats or scarves
- use a plain white background
- not blurred, dark, altered or over processed

PHOTOGRAPHS (CON'T):-

The back of "ONE" of the photographs "MUST" be SIGNED (NOT STAMPED) and endorsed by the recommender, certifying that: "THIS IS A TRUE LIKENESS OF (full name of applicant)".

**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 call the Embassy **before** sending in the passport application for further instructions as well as include the following:

- 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)
- Call the Embassy **before** sending in the passport application for further instructions and to 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/
Foreign Address:** Current Residential address in the United States. P.O. Box addresses are NOT acceptable. Address must be written in **BLOCK LETTERS**.
- Permanent/
Local Address:** Permanent address (if different than Current Address), last address in Saint Lucia. 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 18 must sign both signature slots in 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. Proof of NIC Registration must be provided in one of the following formats where the national insurance number is clearly displayed:

- 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 (Form R4), must submit a Request for Proof of NIC Form with their application. 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 with their application.

FEE BREAKDOWN: -

Passport Processing fees (include processing, courier to and from Saint Lucia and courier to return processed passport and documents to the applicant). Please call the Embassy prior to purchasing money order if submitting multiple applications from the same household.

Passport Service Type	Within the Continental United States	Outside the Continental United States
Regular Renewal Service	US\$160	US\$185
Expedited Renewal Service	US\$195	US\$220
First Time Passport Application Service	US\$160	US\$185
Regular Replacement Service	US\$195	US\$220
Expedited Replacement Service (<i>passport must be available</i>)	US\$240	US\$265

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 NOT ISSUED IN THE UNITED STATES, AND AS SUCH, APPLICATIONS ARE FORWARDED TO SAINT LUCIA TWICE A MONTH, EXCEPT IN CASES WHEREBY EXPEDITED SERVICE IS REQUESTED.

Last updated: February 12, 2024