



EMBASSY OF SAINT LUCIA  
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**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. **PROOF OF CITIZENSHIP:-**

**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*; the District and State of Birth, e.g., *Castries, in the State of Saint Lucia*; Name, Address and Occupation of Parents; Date when Registered, etc. *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**

**Other Documents to be Presented:-**

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

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

**2. RECOMMENDER:-**

**ALL** (first, renewal and replacement) applicants must have Section 7 filled out by a Recommender. The Recommender should verify the applicant's declaration/identity and should be a (non relative) prominent person in society such as a doctor, lawyer, minister of religion, justice of the peace or notary. The Recommender should affix his or her seal or stamp next to the section filled out.

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

First time passport applicants need to have an interview done at the nearest Embassy or Consulate. Applicant must make an appointment and appear in person.

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

Applicants with lost/stolen passports **must also** include the following when sending in the passport application:

- Complete, sign and date section 8
- Provide a Police Report
- Provide Statement of Witness Form (Must be notarized)
- Interview at the nearest Embassy or Consulate (Applicant must make an appointment and appear in person)

**5. PHOTOGRAPHS:-**

**THREE (3)** 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 glasses, no teeth showing, in proper attire and without hat or scarves (See Guidelines for Passport Photographs). Photographs taken wearing tank tops, halter tops, etc, will not be accepted. 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)".*

**PARTICULAR ATTENTION MUST BE PAID WHEN PROVIDING THE FOLLOWING INFORMATION:**

- 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.
- Local Address:** Current address, last known address or District or place of birth in Saint Lucia. Full address must be written in BLOCK LETTERS.
- Foreign Address:** Current Residential address in the United States. P.O. Box addresses are NOT acceptable. Address must be written in BLOCK LETTERS.
- Signature:** Signatures of adult applicants must be provided in Sections 6, 10 (in the middle of the box), and in all other applicable sections of this form.
- Signature of minor applicants must be provided in Section 10 (in the middle of the box). Parent's/Legal Guardians signatures should be provided in Section 6 and 8.

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**FEE BREAKDOWN:-****Passport Processing (fees include processing and postage to and from Saint Lucia)**

Regular Renewal Service	US\$100.00
Regular Replacement Service	US\$145.00
Expedited Renewal Service	US\$170.00
Expedited Replacement Service (Name changes or if particulars of previous machine readable passport are available <u>only</u> )	US\$215.00

**Return Postage (from the Embassy to the Applicant):-**

1-2 day Service	-	US\$15 (located within the Continental United States)
		US\$25 (located outside the United States & USVI)

**N.B. Please include separate US\$15 money order for the return of your passport (if located within the Continental United States) or US\$25 money order (if not).**

**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: May 03, 2017*