



**CIVIL STATUS REGISTRY**  
**APPLICATION FOR UNMARRIED/NON-IMPEDIMENT CERTIFICATE**  
**DECLARATION IN SUPPORT**

Application No.:

Receipt No. :

Record Holder :

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Applicant's Name : \_\_\_\_\_

**Section 1 - General Guidance**

This form is to be used by an adult man or woman born in Saint Lucia for the purposes of obtaining an Unmarried/Non-impediment Certificate. An application for an Unmarried/Non-impediment Certificate is applicable where based on the evidence presented by the applicant they:

1. Were never married
2. Are either a widow or widower or
3. Have sought **and obtained** divorce/dissolution documents of all marriages to which they are a party from a court of competent jurisdiction.

Note, you may not apply for an Unmarried/Non-impediment Certificate unless either of the above criteria is satisfied. Further, this document is a sworn document pursuant to the Statutory Declarations Act No. 2:14 of Saint Lucia.

The document **MUST** be witnessed by a Justice of the Peace or a Notary Royal where executed within the State of Saint Lucia. Should the document be executed outside the State of Saint Lucia, the document **MUST** be witnessed by a Notary and an Apostille attached. Where the country is not a party to the Apostille Hague Convention (1961), the signature of the attesting witness is to be certified by the competent State authority dealing with such matters. The application must be submitted with fees payable to the government of Saint Lucia in Civil Status (Fees) Regulations along with \$20 stamp or duties payable.

**Section 2 – Documents Required**

To ensure efficient processing of the application, copies of the following documents are to be submitted to the Civil Status Registry in support of the application:

1. Birth and Baptism Certificates for the person/subject who requires the Unmarried/Non-impediment Certificate.
2. ALL marriage documents related to the subject, if applicable.
3. ALL dissolution/divorce orders, if applicable
4. ALL death certificates for prior spouse.
5. Valid Government issued photo identification of the subject.
6. Where the subject cannot physically attend the Civil Status Registry, they may consent to an individual submitting the completed application form to the Registry and collecting the issued Unmarried/Non-impediment Certificate once it is complete. However, the subject **MUST** complete the form in the manner prescribed. Please complete the consent section of the form should you require that this be done. A valid Government issued photo identification of the person authorized must also be submitted with this application.
7. Any other document requested by the Registrar of Civil Status.
8. Where the required supporting documents are to be retrieved by the Civil Status, the prescribed fees will apply.

***Baptismal Certificates are not required in instances where a party was not baptized or dedicated.***

**Section 3 – Details of Subject as Recorded on Birth Certificate**

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Maiden Name(if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: Male  Female

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

NIC#: \_\_\_\_\_

ID# (if not Saint Lucian ID): \_\_\_\_\_

Type of ID: PP  ID  DL

Birth Citation Details

District of birth: \_\_\_\_\_

Register Year: \_\_\_\_\_

Page No.: \_\_\_\_\_

No. of Register (Record No.): \_\_\_\_\_

**Are you baptized or dedicated in Saint Lucia?**  
Yes  No  If yes, complete below.

Baptism/Dedication Citation Details

Parish/District/Denomination: \_\_\_\_\_

Year of Baptism: \_\_\_\_\_

Leaf No.: \_\_\_\_\_

No. of Register (Record No.): \_\_\_\_\_

Date of Baptism/Dedication: \_\_\_\_\_

This Information is present on the certificates. You may transcribe it as seen.

**Section 4 – Details of Mother and Father**

**You are required to provide information about your mother.**

Mother

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Father

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 5 – Details of Marriage Particulars

1. Have you ever been married? If yes, provide copies of <b>ALL</b> marriage certificates.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you currently married? If yes, <b>STOP</b> , you cannot continue this application unless you have obtained final dissolution or divorce order from a court of competent jurisdiction.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. If you answered YES to both 1 and 2, OR Yes to 1 above and NO to 2 above, have you filed AND obtained final dissolution or divorce order from a court of competent jurisdiction for ALL your marriages?  Should your response be YES, kindly attach copies of ALL final dissolution or divorce orders from a court of competent jurisdiction.  Should your response be NO, you may not proceed with this application until you have obtained ALL final dissolution or divorce orders from a court of competent jurisdiction. You can however proceed if you have a death certificate for your spouse or a declaration based on questions 4 and 5 below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Are you a widow or widower? If yes, attach all death certificate(s) of your spouse(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are you in possession of any declarations or presumption of death of a spouse order from a court of competent jurisdiction? If YES, provide copies of all such orders.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section 6 – Details of Receiving Entity and Purpose of Unmarried/Non-impediment Certificate

1. Why do you need the Unmarried/Non-impediment Certificate?: _____.
2. Is the Unmarried/Non-impediment Certificate required by a Business/Organization/Government Agency <input type="checkbox"/> Yes <input type="checkbox"/> No
3. If yes, complete below. a. Name of Business/Organization/Government Agency: _____ b. Address of Entity: _____
Contact Number for the Entity: _____

**Section 7 – Warning: Any person who deliberately gives false information in this declaration may be prosecuted under the Statutory Declarations Act No. 2:14 of the Laws Saint Lucia.**

**Note: By signing this form you are declaring to the Civil Status Registry that at the time of submitting this application you have never been married or are unmarried through either death of your spouse, divorce or dissolution final order from a court or competent jurisdiction or a presumption of death declaration or order from a court of competent jurisdiction.**

**Signature of Record Holder** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Consent to submit application and collect Unmarried/Non-impediment Certificate**

That I \_\_\_\_\_ have read and understood the form and that being of sound mind and body give consent to the person listed below is authorized to submit the application to the Civil Status Registry on my behalf and collect the Unmarried/Non-impediment Certificate once ready.

Name of Authorized Agent: \_\_\_\_\_

Signature of Record Holder/Subject: \_\_\_\_\_

Witnessed in \_\_\_\_\_ [(District)/Country where not witnessed within Saint Lucia]

on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(day) (Month) (Year)

Before: \_\_\_\_\_  
 Notary Royal/Justice of the Peace

**For Official Use (Cashier)**

Date (dd/mm/yy): \_\_\_\_\_

Cashier's Signature: \_\_\_\_\_

Amount: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Time: \_\_\_\_\_

**For Official Use (Registry Staff)**

Application Reference: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Verifier by: \_\_\_\_\_

Decision: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Interview of Record Holder Conducted:**

Yes  No Date: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Interviewer's Signature: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**FEE PAID:**

**UNMARRIED/NON-IMPEDIMENT FEE:**

**CERTIFICATE FEE:**

**TOTAL FEE PAID:**

**ATTACHMENTS AND FEES:**

**Place a check mark next to the documents exhibited:**

**Birth Certificate**

**Baptism Certificate**

**Marriage Certificate**

**Dissolution/Divorce documents**

**Death Certificate**

**ID**

**Declaration (s)**

**DECLARATION OF UNMARRIED/NON-IMPEDIMENT CERTIFICATE**

On this date of.....,I,  
(Day Month Year)

.....  
(Full Name of Declarant)  Male  Female

Personally appeared before the undersigned notary public and under oath or affirmation declared as follows:

1. That my date of Birth is.....Place of Birth.....  
(Day Month Year) (City and Country)
2. That I am a citizen of.....  
(Country)
3. That my National Insurance Number is.....Passport Number.....
4. That my current occupation is.....
5. That my Permanent Address .....Telephone.....  
(District, City, Country)
6. That I am currently unmarried, have never been married (or was divorced/widowed on  
.....and I have never remarried since that date).  
(Day Month Year)
7. I declare that at the time of submitting this application, I am unmarried and request that the Registrar of Civil Status to issue an Unmarried/Non-impediment Certificate.
8. I make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act Chapter 2.14 of Revised Laws of Saint Lucia and I am aware that if there is any statement in this Declaration which is false, or which I know or believe to be false, or do not believe to be true, I am liable to imprisonment.

.....  
Signature of Declarant Date

**DECLARED BEFORE ME ON THIS** .....  
(day month year)

in the .....  
District, Country

Who is personally known

Or

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

**BEFORE:**.....  
FULL NAME OF NOTARY ROYAL Signature of Notary Royal

Stamp/Seal of Notary Royal

Single Status-Unmarried-Non Impediment Affidavit-Civil Status Registry

