



## Consulate General of Saint Lucia New York

630 Third Avenue, 7th Floor,  
New York, NY 10017

Tel: (212) 697-9360 Fax: (212) 697-4993

Email: [sluconsulateny@govt.lc](mailto:sluconsulateny@govt.lc)

### **General Passport Application Information**

Please note that applications may be submitted in person via appointment only.

Please call 212--697-9360 to schedule an appointment.

Applications may also be submitted via mail to the above address

Passport application forms are available online at: [saintluciaconsulateny.org](http://saintluciaconsulateny.org)

#### **1 – Passport Renewals:**

- *Saint Lucia Passport* which is being submitted for renewal i.e. the last passport which was issued to the applicant
- *2 passport photos (2x2, white background; no white or camouflage clothing, no hats, scarves, headbands, turtle necks, tank tops or spaghetti straps. Forehead, ears & throat clearly visible, no teeth showing, no glasses, head straight, looking directly ahead. Photo must not cut off hair at top and should be cut across chest)*
- *Original Birth Certificate*– reads *Birth in the District of...* at the top of the page. Your Christian/first name and any middle name/s must be on the certificate
- *Original Adoption Certificate*– reads *Extract from Adopted Children’s Register...* at the top of the page.
- *Valid proof of an NIC number* for everyone age 16 and over. Accepted valid proof comes in the form of a valid Saint Lucia ID Card or valid Saint Lucia Driver’s License or the NIC Verification Letter
- *For persons who have never had an NIC number, please complete the NIC Application for Registration*
- *For those persons who are changing their name, please complete the NIC Change of Particulars*
- *Completed application form* (Front page & Sections 1, 2, 5, 6, & 10 must be completed by all applicants. Section 1- Local Address is a Saint Lucia address and Foreign Address is a U.S. address. Section 3A – for all married women)
- *Must be notarized in Section 7* (Notary may say that you *appeared before them*)
- *Adult applicant signatures in Section 6 and Section 10 must match*
- *For children under the age of 16, parent signs in Sections 6 and 9. Child signs in Section 10 only*
- *For children over the age of 16 but under the age of 18, child signs Sections 6 and 10. Parent signs Section 9 only*
- *Legal Guardianship Documents for children under the age of 18 if applicable*
- *Original Marriage Certificate* for married women
- *Original Divorce Decree* for divorced women
- *Original Death Certificate* for women whose names have changed due to the death of a spouse
- *Original Citizenship Decree* for citizens by decent, marriage or naturalization
- *Original Deed Poll* if your name has been changed at any time other than by marriage, divorce or death of a spouse
- **\$135 - passport renewal fee - payable via cash or postal money order only**
- Processing time: approximately 8 - 10 weeks

## **2 - Expedited Passport:**

- In order to expedite the application, **all supporting documents including valid proof of the NIC number, in the name under which the application is being made must be provided**
- **All of the above requirements for passport renewals (Section 1)**
- **\$170.00 expedited renewal fee - *payable via cash or postal money order only***
- Processing time: approximately 4- 6 weeks

## **3 - First Time Applicants:**

- **All of the above requirements for passport renewals (Section 1)**
- Statement of Witness
- Colored copy of the front and back of valid photo identification e.g. passport, ID card or Driver's License
- *Applicant must be interviewed by a Consular Officer*
- **\$135.00 application fee - *payable via cash or postal money order only***
- Processing time: approximately 8 -10 weeks

## **4 - Damaged Passport:**

- **All of the above requirements for passport renewals (Section 1)**
- *Statement of Witness*
- Damaged passport
- *Applicant must be interviewed by a Consular Officer*
- **\$170.00 passport replacement fee - *payable via cash or postal money order only***
- Processing time: approximately 3 months (strictly enforced by the Immigration Authorities)

## **5 - Lost Passport:**

- **All of the above requirements for passport renewals and damaged passports (Sections 1 & 4)**
- *Complete Section 8 on application form*
- *Police Report* – in N.Y. a letter is needed from the Consulate General to obtain this report. Fee for letter - \$30.00 - *payable via cash or postal money order only*
- *Affidavit - Lost Passport*
- *Applicant must be interviewed by a Consular Officer*
- *Number and Date of Issue of the lost passport (a photocopy of the lost passport would be ideal)*
- *Copy of front and back of applicant's photo Identification valid or expired*
- **\$170.00 passport replacement fee - *payable via cash or postal money order only***
- Processing time: 6 months (strictly enforced by the Immigration Authorities)

**\* A return courier fee of \$30 on a separate money order may be included with each application, if you wish to have your new passport returned to your address via courier service**

**\*Persons who wish to submit passport applications privately (i.e. not through the Saint Lucia Consulate General) should note the following:**

*The new passport **will not** be released to your representative in Saint Lucia, but will be sent to the Consulate General of Saint Lucia in New York for forwarding to you.*

- **If you reside in the New York City area**, you will be responsible for a thirty dollars (\$30.00) courier fee payable via cash or postal money order only, when picking up the passport in person at the Consulate General of Saint Lucia. This fee is for the forwarding of the passport from the Immigration Department to the Consulate General of Saint Lucia in New York
- **If you reside outside of the New York area**, the **total** courier fee will be thirty dollars (\$30.00) for forwarding within the United States or eighty dollars (\$80.00) courier fee for forwarding to USVI, BVI, Puerto Rico, Cayman Islands & neighboring islands– **courier fees are payable via postal money order or Bank Draft only**. This fee is for the forwarding of the passport from the Immigration Department to the Consulate General of Saint Lucia in New York and the onward forwarding to you at your location

***All fees are payable via Postal Money Order or Bank Draft made out to:  
Permanent Mission of Saint Lucia to the UN***

***Any enquiries may be submitted via email to: [saintluciaconsulateny@gmail.com](mailto:saintluciaconsulateny@gmail.com)***