



# Saint Christopher (St. Kitts) and Nevis

## APPLICATION FOR A PASSPORT

### INSTRUCTIONS

#### HOW TO COMPLETE THE FORM

1. Sections 1, 2 and 6 must be completed by all applicants.
2. Sections 3 and 4 are to be completed where applicable.
3. Section 7 is to be completed by the Parent or Legal Guardian of an applicant under age 16.
4. Section 8 is to be completed by an applicant age 16 and over.
5. Section 9 is to be completed by the recommender.
6. Section 10 is to be completed if your passport has been lost or stolen.

#### DOCUMENTS TO BE PRODUCED

##### **FOR PERSONS UNDER AGE 16 - Fee US\$ 100\***

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant (original)
4. Certificate of Citizenship (*if applicable*)
5. Old passport (*if applicable*)
6. Any other document as may be required

##### **FOR PERSONS AGE 16 AND OVER - Fee US\$ 100\***

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant (original)
4. Certificate of Citizenship (*if applicable*)
5. Old passport (*if applicable*)
8. Marriage Certificate (*if applicant wishes to carry the surname of the spouse*)
9. Decree Absolute (*if applicant wishes to revert to maiden name*)
10. Any other document as may be required

##### **Damaged passports - Fee US\$ 250**

Applicants who wish to replace a damaged passport must submit a letter to the Permanent Secretary, Ministry of National Security stating the conditions under which the passport was damaged.

##### **Lost or stolen Passports - Fee US\$ 250\***

An affidavit providing details of the passport and the conditions under which the passport was lost or stolen (whether valid or expired) must be submitted to the Passport Office at least one month prior to an application for a new passport.

**Photographs** – Two copies of a recent photograph of the applicant must be included with the application. These photographs should be taken full face, without a hat on a neutral solid background. Black and white photographs are not acceptable. The size of the photographs is 1.77" x 1.38" (45mm x 35mm). The recommender is also required to endorse the reverse side of one copy of the photographs with the words:

"I certify that this is a true likeness of the applicant

\* All fees are money order only

Mr./Mrs./Miss....." and add his/her signature.

**Recommendation** - Section 9 should be completed by the person verifying the declaration of the applicant. The recommender should be a Member of the National Assembly, Nevis Island Assembly, Justice of the Peace, Notary Public, Minister of Religion, Medical or Legal Practitioner, Senior Civil Servant, Senior Bank Official, Gazetted Police Officer, or any person of similar standing **PERSONALLY ACQUAINTED** with the applicant.

Nationals of St. Kitts and Nevis resident in the United States of America must submit their applications to the Embassy of St. Kitts and Nevis in Washington, DC or the Permanent Mission of St. Kitts and Nevis to the United Nations in New York.

Embassy Of St. Kitts and Nevis  
OECS Building  
3216 New Mexico Ave NW  
3<sup>rd</sup> Floor  
Washington DC 20016

Permanent Mission of St. Kitts and Nevis to the United Nations  
414 East 75<sup>th</sup> Street  
5<sup>th</sup> Floor  
New NY 10021

Nationals of St. Kitts and Nevis resident in Europe must submit their applications to the St. Kitts and Nevis High Commission in London, United Kingdom.

St. Kitts and Nevis High Commission  
10 Kensington Court  
London W8 5DL  
England

Nationals of St. Kitts and Nevis resident in Canada must submit their applications to the OECS High Commission in Canada.

OECS High Commission  
130 Albert Street  
Suite 700  
Ottawa, Ontario  
K1P 5G4

To avoid delay, answers to all relevant sections should be completed in ink.

Please fill out the form in **BLOCK CAPITALS**.

**NOTE:** Do not sign this form until you have read all notes on page 1.

APPLICATION NO

PASSPORT NUMBER

SIGNATURE

PHOTO

Application for Adult [ ]

Application for Child under Age 16 [ ]

<b>1</b>	Surname [ ]Mr [ ]Mrs [ ]Ms [ ]Miss			Status: [ ] Single [ ] Married [ ] Widowed [ ] Divorced [ ] Legally Separated		
	Christian Names:					
	Maiden Name: (if applicant is a woman who is or has been married)			Gender: [ ] Male [ ] Female		
	Has name been changed otherwise than by marriage? [ ] No [ ] Yes If so, state original name			<b>PERSONAL DESCRIPTION</b>		
	Age last birthday	Place and country of birth	Date of Birth	Height:	Feet	Inches
	Occupation:			Colour of eyes		
	Present address:			Colour of hair		
	Usual place of residence:			Special peculiarities (visible):		
	Contact numbers:					
<b>2</b>	<b>CITIZENSHIP</b>					
Citizen of St. Kitts and Nevis by [ ] Birth [ ] Descent [ ] Marriage [ ] Residence [ ] Registration [ ] Investment						
If born in [ ] St. Kitts [ ] Nevis Birth Certificate no. .... Parish .....						
<b>If born outside of St. Kitts and Nevis, particulars of Certificate of Citizenship/Registration</b>						
Number of Certificate ..... Date of Issue .....						
<b>3</b>	<b>PERSONS WHO ARE CITIZENS OF SAINT CHRISTOPHER (ST. KITTS) AND NEVIS BY DESCENT</b>					
Name of parent/grandparent that was born in St. Kitts and Nevis .....						
Place of Birth ..... Date of Birth .....						
<b>4</b>	<b>PERSONS WHO ARE CITIZENS OF SAINT CHRISTOPHER (ST. KITTS) AND NEVIS BY MARRIAGE ONLY</b>					
Name of Spouse ..... Place of Birth .....						
If spouse was born outside of the Federation, Certificate of Citizenship number: .....						
Place of Marriage ..... Date of Marriage .....						

<b>5</b>	<b>CHILDREN UNDER 16</b> (if to be included in passport upon initial application)				
	Christian Names	Surname	Place and Country of Birth	Date of Birth	Gender and Relationship to Applicant

<b>6</b>	PASSPORT REQUIRED FOR TRAVELLING TO ..... ..... PURPOSE OF TRAVEL .....
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<b>7</b>	<p><b>THIS SECTION IS TO BE COMPLETED BY THE PARENT OR LEGAL GUARDIAN OF A CHILD UNDER AGE 16</b></p> <p><b>DECLARATION</b></p> <p>I, _____ the undersigned, hereby apply for the issue of a passport to the above-named child. I declare that the information given in this application is correct to the best of my knowledge and belief, and that the child has not lost the status of Citizen of Saint Christopher (St. Kitts) and Nevis.</p> <p>I further declare (<i>cross out "A" or "B", whichever does not apply</i>):</p> <p><b>A</b> - that the child has not previously held or applied for a passport of any description;</p> <p><b>B</b> - that all previous passports granted to the child have been surrendered, other than passport or travel document No..... which is now attached, and that no other application for a passport has been made since the attached passport or travel document was issued to him/her.</p> <p>Name ..... Relationship to Child .....</p> <p>Signed ..... Date .....</p> <p>NOTE: If the child has had a passport which has been lost, cross out A and B and complete Section 10</p>
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<b>8</b>	<p><b>THIS SECTION IS TO BE COMPLETED BY APPLICANT OVER AGE 16</b></p> <p>I, the undersigned, declare that the information given in the application is correct and</p> <p><b>a.</b> that I have not lost the status of Citizenship of Saint Christopher (St. Kitts) and Nevis</p> <p><b>b.</b> that I have not previously held or applied for any passport or</p> <p><b>c.</b> that all previous passports granted to me have been cancelled other than passport no. .... which is now attached and that I have not made no other application for a passport since the attached passport was issued to me.</p> <p>Signature ..... Date .....</p>
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<b>9</b>	<b>Recommender</b> I certify that the applicant is known to me personally and that to the best of my knowledge and belief, the facts stated on this form are correct. I have known the applicant for ..... years.  Signature ..... Full name ..... Occupation ..... Address ..... Date .....  <b>IMPORTANT:-</b> Applicants and persons who countersign applications (see section 7) are warned that, should any statement made in connection with this applicant prove to be untrue, the consequences to them may be serious.	Official stamp (if any)
<b>10</b>	<b>PARTICULARS OF PREVIOUS PASSPORT WHICH HAS BEEN LOST OR IS NOT AVAILABLE FOR PRESENT USE</b> No. .... issued at ..... on ..... Bearer's full name at time of issue ..... Circumstances in which passport was lost or destroyed, or other reason for its non-availability: ..... ..... ..... Place and date of loss ..... What measures were taken at the time to report loss and to obtain recovery? ..... Has loss been reported to the police? ..... If so, state when and where ..... I certify that the above particulars are correct and undertake in the event of the passport becoming available to return it to the Passport Office, Saint Christopher (St. Kitts) and Nevis, or to a Saint Christopher (St. Kitts) and Nevis Overseas Mission for cancellation.  Signature ..... Date ..... (to be signed by parent/guardian for child under age 16)	
<b>11</b>	<b>FOR OFFICIAL USE</b> DOCUMENTS SUBMITTED TO BE NOTED HERE        <b>SUPPLEMENTARY INFORMATION</b>	