



*Consulate General of Saint Lucia
800 Second Avenue, 5th Floor, New York, NY 10017
Tel: (212) 697-9360 Fax: (212) 697-4993
Email: sluconsulateny@govt.lc*

Passport Application Information

1. Renewal of Passports:

Requirements:

- *2 passport photos* (2x2, white background; no smiling, hats, or hair covering the forehead). Photos can be taken at the Consulate.
- *Original Birth Certificate* – reads *Birth in the District of...* at the top of the page, complete with given names.
- *NIS/NIC Card* or Saint Lucia ID Card or Saint Lucia Drivers License for everyone age sixteen (16) and over. If card is not available, application forms are available at the Consulate
- *Completed **notarized*** application form (Front page & sections 1, 2,5,6,7 & 10 must be completed by all applicants. In Section 1 the local address is a Saint Lucia address and the Foreign Address is a U.S. address). Forms can be notarized at the Consulate.
- *Original Marriage Certificate* for married women.
- *Original Divorce Decree* for divorced women.
- *Original Citizenship Decree* for citizens by decent or naturalization.
- *Original Deed Poll* **if** your name has been changed at any time other than by marriage.

Fees:

- *\$1.00 each for passport application forms*
- *\$100 passport application fee* (cash or postal money order only)
- *\$170 expedited passport application fee* (cash or postal money order only)
- *\$15 courier fee* (if outside of the New York City area for the return of passport to you, postal money order only)

Processing time: Regular applications approximately 8 – 10 weeks
Expedited applications within 3 weeks.



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2 – Replacement of Damaged Passport:

- **All of the above requirements for passport renewals (Section 1) plus**
- Complete Section 8 on application form
- *Statement of Witness* **must** be notarized
- One (1) passport photo **must** be notarized (with stamp of Notary)
- Applicant must be interviewed by a Consular Officer
- *Police Report* – the letter needed to obtain this report cost \$20.00
- \$145.00 damaged passport application fee
- Processing time: approximately 3 – 6 months

3 - Replacement of Lost Passport:

- **All of the above requirements for damaged passports and passport renewals (Sections 1 &2)**
- *Affidavit - Lost Passport Affidavit* **must** be notarized

*Persons who wish to apply for passports privately (i.e. directly to Immigration in Saint Lucia) should note the following:

- The new passport **will not** be released to your representative in Saint Lucia, but will be forwarded to the Consulate for delivery.
- You will be responsible for a twenty-five dollar (\$25.00) courier fee for shipment of the passport from Saint Lucia.
- There is also a fifteen dollar (\$15.00) courier fee if the Consulate is to forward the passport to you here in the USA.