General Passport Information

1 – Passport Renewals:

- 2 passport photos (2x2, white background; no hats, scarves, turtle necks, tank tops or spaghetti straps, forehead, ears & throat clearly exposed, no teeth showing, no glasses)
- Original Birth Certificate—reads Birth in the District of... at the top of the page. Your name must be on the certificate
- Valid proof of an NIC number for everyone age sixteen and over. Valid proof comes in the form of a valid Saint Lucia ID Card or Saint Lucia Drivers License or the NIC Letter.
- Completed 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)
- For children under the age of 18, parents sign in Sections 6 and 9. Child signs in Section 10 only.
- 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 or naturalization
- Original Deed Poll if your name has been changed at any time other than by marriage
- $1.00 each for passport application forms or online at saintluciaconsulateny.org
- $100 - passport renewal fee (all fees are payable via cash or postal money order only)
- $145.00 - first time passport application fee. An interview is required.
- $170.00 - expedited renewal fee. All supporting documents in the name under which the application is being made must be provided including valid proof of NIC number.
- $15 - courier fee (if outside of the New York City area for the return of passport to you, postal money order only)
- Processing time: approximately 6 - 8 weeks

2 - Damaged Passport:

- All of the above requirements for passport renewals (Section 1)
- Complete Section 8 on application form
- Statement of Witness
- Damaged passport
- $145.00 passport replacement fee
- Processing time: approximately 3 months

3 - Lost Passport:

- All of the above requirements for damaged passports and passport renewals (Sections 1 & 2)
- Police Report – in NY a letter is needed to obtain this report fee- $20.00
- Affidavit - Lost Passport
- Applicant must be interviewed by a Consular Officer
- Number and Date of Issue of the lost passport (a photo copy of the lost passport would be ideal)
- $145.00 passport replacement fee
- Processing time: approximately 3 months

*Persons who wish to apply for passport privately should note the following:

- The new passport will not be released to your representative in Saint Lucia, but will be sent to the Consulate in NY
- You will be responsible for a twenty-five dollar ($25.00) courier fee from Saint Lucia
- A fifteen dollar ($15.00) courier fee if you need to have the passport forwarded to your place of work/residence within the Continental U.S.
- A twenty-five ($25.00) courier fee for forwarding outside the Continental U.S. e.g. USVI/ Puerto Rico