Consulate General of Saint Lucia New York
800 Second Avenue, 5th Floor,
New York, NY 10017
Tel: (212) 697-9360 Fax: (212) 697-4993

General Passport Information

Please note that due to the ongoing Covid-19 pandemic, no in person applications will be accepted until further notice. All applications must be submitted via mail to:

Consulate General of Saint Lucia.
P.O. Box 4536,
New York, NY 10163

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 Christian/first name and any middle name/s must be on the certificate
- 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 Saint Lucia Drivers License or the NIC Letter.
- Completed application form (Front page & Sections 1, 2, 5, 6 & 10 must be completed by all applicants. In Section 1, the local address is a Saint Lucia address and the Foreign Address is your U.S. address
- Application must be notarized in Section 7
- 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
- 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 Dead Poll if your name has been changed at any time other than by marriage, divorce or death of spouse
- Passport application forms are available online at saintluciaconsulateny.org
- $115 - passport renewal fee (all fees are payable via postal money order only)
- $185.00 - expedited renewal fee. In order to expedite the application, All supporting documents in the name under which the application is being made must be provided including valid proof of NIC number : processing time approximately 4 weeks
- Processing time: approximately 6 - 8 weeks
2 - First Time Applicant:

- All of the above requirements for passport renewals (Section 1)
- Notarized copy of valid identification e.g. U.S. passport, Driver’s License or ID Card
- Complete NIC Application for Registration
- Applicant must be interviewed by a Consular Officer
- $160.00 first time passport application fee - payable via postal money order only
- Processing time: approximately 6 - 8 weeks

3 - Damaged Passport:

- All of the above requirements for passport renewals (Section 1)
- Complete Section 8 on application form
- Statement of Witness
- Damaged passport
- Applicant must be interviewed by a Consular Officer
- $160.00 passport replacement fee - payable via postal money order only
- 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 N.Y. a letter is needed from the Consulate General to obtain this report. Fee - $20.00 - payable via 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 photo copy of the lost passport would be ideal)
- $160.00 passport replacement fee - payable via postal money order only
- Processing time: approximately 3 months

*Persons who wish to submit passport applications 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 General in New York
- You will be responsible for a forty dollar ($40.00) courier fee for forwarding within the Continental U.S. – 50 states
- or a fifty dollar ($50.00) courier fee for forwarding outside the Continental U.S.
- e.g. USVI/ Puerto Rico - fees - payable via postal money order only