



**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 Deed 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](http://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**