



Consulate General of Saint Lucia New York

630 Third Avenue, 7th Floor,

New York, NY 10017

Tel: (212) 697-9360 Fax: (212) 697-4993

General Passport Information

Please note that in an effort to minimize the spread of the Covid-19 virus, 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 visible, no teeth showing, no glasses, no camouflage clothing)*
- *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 Verification Letter*
- *For persons who have never had an NIC number, please complete the NIC Application for Registration*
- *For those persons who are changing their name, please complete the NIC Change of Particulars*
- *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 a U.S. address*
- *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 a spouse*
- *Passport application forms are available online at saintluciaconsulateny.org*
- **\$100 - passport renewal fee (all fees are payable via postal money order only)**
- **\$145.00 - first time passport application fee. Must provide a copy of valid photo ID and an interview is required**
- **Return courier fee of \$15 on a separate money order must be included with each application**
- *Processing time: approximately 6 - 8 weeks*

2 - Expedited Passport:

- In order to expedite the application, **all supporting documents including valid proof of NIC number, in the name under which the application is being made must be provided**
- **All of the above requirements for passport renewals (Section 1)**
- **\$170.00 expedited renewal fee - *payable via postal money order only***
- **Return courier fee of \$15 on a separate money order must be included with each application**
- Processing time: approximately 4 weeks

2 - Damaged Passport:

- **All of the above requirements for passport renewals (Section 1)**
- *Statement of Witness*
- Damaged passport
- *Applicant must be interviewed by a Consular Officer*
- **\$145.00 passport replacement fee - *payable via postal money order only***
- **Return courier fee of \$15 on a separate money order must be included with each application**
- 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*
- *Complete Section 8 on application form*
- *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 - *payable via postal money order only***
- **Return courier fee of \$15 on a separate money order must be included with each application**
- Processing time: approximately 3 - 6 months (determined by the Immigration Authorities)

*** Persons who wish to submit passport applications privately (i.e. not through the Consulate General) 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. or a fifty (\$50.00) courier fee for forwarding outside the Continental U.S. e.g. USVI/ Puerto Rico - ***payable via postal money order only***

***All fees are payable via postal money order made out to:
Consulate General of Saint Lucia***

Any enquiries may be submitted via email to: saintluciaconsulateny@gmail.com