



## **Consulate General of Saint Lucia New York**

630 Third Avenue, 7th Floor,

New York, NY 10017

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

Email: [sluconsulateny@govt.lc](mailto:sluconsulateny@govt.lc)

### **General Passport Information**

Please note that applications may be submitted in person via appointment only.

Please call 212--697-9360 to schedule an appointment.

Applications may also be submitted via mail to:

### **Consulate General of Saint Lucia.**

**630 Third Avenue, 7<sup>th</sup> Floor**

**New York, NY 10017**

#### **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 Driver's 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*
- *Legal Guardianship Documents for children under the age of 18 if applicable*
- *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***
- **\$135 - passport renewal fee (all fees are payable via postal money order only)**
- **\$135 - first time passport application fee. Must provide a copy of valid photo ID and an interview is required**
- **Return courier fee of \$25 on a separate money order may 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 \$25 on a separate money order may be included with each application**
- Processing time: approximately 4 weeks

## **3 - 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*
- **\$170.00 passport replacement fee - *payable via postal money order only***
- **Return courier fee of \$25 on a separate money order may be included with each application**
- Processing time: approximately 3 months

## **4 - 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 photocopy of the lost passport would be ideal)*
- **\$170.00 passport replacement fee - *payable via postal money order only***
- **Return courier fee of \$25 on a separate money order may 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 twenty-five (\$25.00) courier fee for the forwarding from the Immigration Department to the Consulate General in New York when picking up at the Consulate.
- **If you reside outside of the New York area**, the courier fee will be fifty dollars (\$50.00) for forwarding within the United States or seventy-five dollars (\$75.00) courier fee for forwarding to USVI, BVI, Puerto Rico, Cayman Islands & neighboring islands– **courier fees are payable via postal money order or Bank Draft only**

***All fees are payable via Postal Money Order or Bank Draft made out to:  
Consulate General of Saint Lucia***

**Any enquiries may be submitted via email to: [saintluciaconsulateny@gmail.com](mailto:saintluciaconsulateny@gmail.com)**