



Saint Christopher (St. Kitts) and Nevis

APPLICATION FOR A PASSPORT

INSTRUCTIONS

HOW TO COMPLETE THE FORM

1. Sections 1, 2, 3 and 6 must be completed by all applicants.
2. Sections 4 and 5 are to be completed where applicable.
3. Section 7 is to be completed by the Parent or Legal Guardian of an applicant under age 16.
4. Section 8 is to be completed by an applicant age 16 and over.
5. Section 9 is to be completed by the recommender.

DOCUMENTS TO BE PRODUCED

FOR PERSONS UNDER AGE 16

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant
4. Certificate of Citizenship (*if applicable*)
5. One hundred and fifty dollars (\$150.00) fees in stamps
6. Old passport (*if applicable*)
7. Passport Recovery Form (*if applicable*)
8. Any other document as may be required

FOR PERSONS AGE 16 AND OVER

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant
4. Certificate of Citizenship (*if applicable*)
5. Two hundred and fifty dollars (\$250.00) fees in stamps
6. Old passport (*if applicable*)
7. Police Record
8. Marriage Certificate (*if applicant wishes to carry the surname of the spouse*)
9. Decree Absolute (*if applicant wishes to revert to maiden name*)
10. Passport Recovery Form (*if applicable*)
11. Any other document as may be required

CITIZENS BY INVESTMENT

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant
4. Certificate of Citizenship
5. Old passport (*if applicable*)
6. Police Record
7. Marriage Certificate (*if applicant wishes to carry the surname of the spouse*)
8. Decree Absolute (*if applicant wishes to revert to maiden name*)
9. Six hundred and seventy-five dollars (\$675.00) fees in stamps (*standard fee*)
10. One thousand three hundred and fifty dollars (\$1,350.00) fees in stamps (*lost, stolen or damaged passport*)
11. Passport Recovery Form (*if applicable*)
12. Any other document as may be required

Damaged Passports – Applicants who wish to replace a damaged passport must complete the Passport Recovery Form stating the conditions under which the passport was damaged. The fee payable is five hundred dollars (\$500.00) in stamps.

Lost or Stolen Passports – An affidavit providing details of the passport and the conditions under which the passport was lost or stolen (whether valid or expired), Passport Recovery Form and a police report must be submitted to the Passport Office at least one month prior to an application for a new passport. The fee payable is five hundred dollars (\$500.00) in stamps.

Photographs – Two copies of a recent photograph of the applicant must be included with the application. These photographs should be taken full face, without a hat on a neutral solid background (no teeth should be showing). Black and white photographs are not acceptable. The size of the photographs is 1.77" x 1.38" (45mm x 35mm). The recommender is also required to endorse the reverse side of one copy of the photographs with the words: "I certify that this is a true likeness of the applicant Mr./Mrs./Miss....." (printing the applicant's full name) and add the recommender's signature and official stamp.

Recommendation - Section 8 should be completed by the person verifying the declaration of the applicant. The recommender should be a Member of the National Assembly, Nevis Island Assembly, Justice of the Peace, Notary Public, Minister of Religion, Medical or Legal Practitioner, Senior Civil Servant, Senior Bank Official, Gazetted Police Officer, or any person of similar standing **PERSONALLY ACQUAINTED** with the applicant. Members of Immediate Family are not eligible.

<p>To avoid delay answers to relevant sections should be completed in black or blue ink.</p> <p>Please fill out the form in BLOCK CAPITALS.</p> <p>NOTE: Do not sign this form until you have read all notes on page 1.</p>	1	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>a) Applicant's Signature:</p> <p>Please sign below within the area bounded by the marks.</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> </div> <div style="width: 35%;"> <p>b) Applicants Photograph:</p> <p>Supplied photos must cover the marks below.</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px; width: 150px;"></div> </div> </div> <p>b) Application for:</p> <p><input type="checkbox"/> Adult</p> <p><input type="checkbox"/> Child under Age 16</p>
<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p style="text-align: center;">Application Number</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p style="text-align: center;">Passport Number</p>		

2	<p>Surname <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <hr/> <p>Given Names:</p> <hr/> <p>Maiden Name: (if applicant is a woman who is or has been married)</p> <hr/> <p>Has name been changed otherwise than by marriage? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, state original name</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Age last birthday</td> <td style="width: 30%; border-bottom: 1px solid black;">Place and country of birth</td> <td style="width: 20%; border-bottom: 1px solid black;">Date of Birth</td> </tr> </table> <p>Occupation:</p> <hr/> <p>Present address:</p> <hr/> <p>Usual place of residence:</p> <hr/> <p>Contact numbers:</p> <hr/>	Age last birthday	Place and country of birth	Date of Birth	<p>Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated</p> <hr/> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <hr/> <p style="text-align: center;">PERSONAL DESCRIPTION</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Height:</td> <td style="width: 20%; border-bottom: 1px solid black;">Feet</td> <td style="width: 20%; border-bottom: 1px solid black;">Inches</td> </tr> </table> <p>Colour of eyes</p> <hr/> <p>Colour of hair</p> <hr/> <p>Special peculiarities (visible):</p> <hr/>	Height:	Feet	Inches
Age last birthday	Place and country of birth	Date of Birth						
Height:	Feet	Inches						
3	<p>CITIZENSHIP</p> <hr/> <p>Citizen of St. Kitts and Nevis by <input type="checkbox"/> Birth <input type="checkbox"/> Descent <input type="checkbox"/> Marriage <input type="checkbox"/> Residence <input type="checkbox"/> Registration <input type="checkbox"/> Investment</p> <hr/> <p>If born in <input type="checkbox"/> St. Kitts <input type="checkbox"/> Nevis Birth Certificate no. Parish</p> <hr/> <p>If born outside of St. Kitts and Nevis, particulars of Certificate of Citizenship/Registration</p> <p>Number of Certificate Date of Issue</p>							

4	PERSONS WHO ARE CITIZENS OF SAINT CHRISTOPHER (ST. KITTS) AND NEVIS BY DESCENT
	Name of parent/grandparent that was born in St. Kitts and Nevis Place of Birth Date of Birth
5	PERSONS WHO ARE CITIZENS OF SAINT CHRISTOPHER (ST. KITTS) AND NEVIS BY MARRIAGE ONLY
	Name of Spouse Place of Birth If spouse was born outside of the Federation, Certificate of Citizenship number: Place of Marriage Date of Marriage
6	PASSPORT REQUIRED FOR TRAVELLING TO PURPOSE OF TRAVEL
7	THIS SECTION IS TO BE COMPLETED BY THE PARENT OR LEGAL GUARDIAN OF A CHILD UNDER AGE 16
	DECLARATION I, _____ the undersigned, hereby apply for the issue of a passport to the above-named child. I declare that the information given in this application is correct to the best of my knowledge and belief, and that the child has not lost the status of Citizen of Saint Christopher (St. Kitts) and Nevis. I further declare (<i>cross out "A" or "B", whichever does not apply</i>): A - that the child has not previously held or applied for a passport of any description; B - that all previous passports granted to the child have been surrendered, other than passport or travel document No. which is now attached, and that no other application for a passport has been made since the attached passport or travel document was issued to him/her. Name Relationship to Child Signed Date NOTE: If the child has had a passport which has been lost, cross out A and B and complete the Passport Recovery Form
8	THIS SECTION IS TO BE COMPLETED BY APPLICANT OVER AGE 16
	I, the undersigned, declare that the information given in the application is correct and <ul style="list-style-type: none"> a. that I have not lost the status of Citizenship of Saint Christopher (St. Kitts) and Nevis b. that I have not previously held or applied for any passport or c. that all previous passports granted to me have been cancelled other than passport no. which is now attached and that I have not made any other application for a passport since the attached passport was issued to me. d. that I understand that knowingly making a false statement in this application is an offence contrary to section 10 of the Passports and Travel Documents Act Signature Date

