



Saint Christopher (St. Kitts) and Nevis

APPLICATION FOR A PASSPORT

HIGH COMMISSION FOR SAINT CHRISTOPHER&NEVIS, UNITED KINGDOM

INSTRUCTIONS

HOW TO COMPLETE THE FORM

1. Sections 1, 2 and 6 must be completed by all applicants.
2. Sections 3 and 4 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.
6. Section 10 is to be completed if your passport has been lost or stolen.

DOCUMENTS TO BE PRODUCED

FOR PERSONS UNDER AGE 16 AND RETIREES

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant
4. Certificate of Citizenship (*if applicable*)
5. Old passport (*if applicable*)
6. Any other document as may be required
7. £75 Application Fee

FOR PERSONS AGE 16 AND OVER

1. Completed Application Form
2. Two (2) passport sized photos
3. Birth Certificate of applicant (Original or Certified Copy)
4. Certificate of Citizenship (*if applicable*)
5. Old passport (*if applicable*)
6. Marriage Certificate (*if applicant wishes to carry the surname of the spouse*)
7. Decree Absolute (*if applicant wishes to revert to maiden name*)
8. £125 Application

Damaged passports – Applicants who wish to replace a damaged passport must submit a letter to the Permanent Secretary, Ministry of National Security stating the conditions under which the passport was damaged.

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) must be submitted to the Passport Office at least one month prior to an application for a new passport.

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. **As per ICAO stipulation, kindly ensure that teeth are not visible in the**

photograph 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....." and add his/her signature.

NB: FOR THE PROPER PROCESSING OF THE NEW MACHINE READABLE PASSPORTS, THE SIGNATURE AT THE TOP OF PAGE 2 MUST NOT TOUCH THE LINES OF THE BOX.

Recommendation - Section 9 should be completed by the person verifying the declaration of the applicant. The recommender should be a **Justice of the Peace, Notary Public, Minister of Religion, Medical or Legal Practitioner, Senior Civil Servant, Senior Bank Official, or any person of similar standing who is PERSONALLY ACQUAINTED** with the applicant.

Nationals of St. Kitts and Nevis resident in Europe are required to submit their applications to: **The St. Kitts and Nevis High Commission , 10 Kensington Court, London, W8 5DL, England**

The High Commission does not recommend that applicants send cash in the mail. For mail-in passport applications, a Postal Order or other Draft in favour of the High Commission for St Kitts & Nevis in the relevant amount is recommended for settlement of the above mentioned fees. The High Commission of St Kitts & Nevis regrets that Personal Cheques cannot be accepted for settlement.

To avoid delay, answers to all relevant sections should be completed in ink.

Please fill out the form in **BLOCK CAPITALS**.

NOTE: Do not sign this form until you have read all notes on page 1.

APPLICATION NO

SIGNATURE

PHOTO

PASSPORT NUMBER

Application for Adult []

Application for Child under Age 16 []

1	Surname []Mr []Mrs []Ms []Miss Christian Names: Maiden Name: (if applicant is a woman who is or has been married) Has name been changed otherwise than by marriage? []No []Yes If so, state original name	Status: [] Single [] Married [] Widowed [] Divorced [] Legally Separated Gender: [] Male [] Female
	Age last birthday Place and country of birth Date of Birth	Height: Feet Inches
	Occupation:	Colour of eyes
	Present address:	Colour of hair
	Usual place of residence:	Special peculiarities (visible):
	Contact numbers:	
2	CITIZENSHIP <hr/> Citizen of St. Kitts and Nevis by []Birth []Descent []Marriage []Residence []Registration []Investment <hr/> If born in [] St. Kitts [] Nevis Birth Certificate no. Parish <hr/> If born outside of St. Kitts and Nevis, particulars of Certificate of Citizenship/Registration Number of Certificate Date of Issue	
3	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	
4	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	

5	CHILDREN UNDER 16 (if to be included in passport upon initial application)				
	Christian Names	Surname	Place and Country of Birth	Date of Birth	Gender and Relationship to Applicant
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 Section 10				
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 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 no other application for a passport since the attached passport was issued to me. Signature Date				

<p>9</p>	<p>Recommender I certify that the applicant is known to me personally and that to the best of my knowledge and belief, the facts stated on this form are correct. I have known the applicant for years.</p> <p>Signature</p> <p>Full name</p> <p>Occupation</p> <p>Address</p> <p>Date</p> <p>IMPORTANT:- Applicants and persons who countersign applications (see section 7) are warned that, should any statement made in connection with this applicant prove to be untrue, the consequences to them may be serious.</p>	<p>Official stamp</p>
<p>10</p>	<p>PARTICULARS OF PREVIOUS PASSPORT WHICH HAS BEEN LOST OR IS NOT AVAILABLE FOR PRESENT USE</p> <p>No. issued at on</p> <p>Bearer's full name at time of issue</p> <p>Circumstances in which passport was lost or destroyed, or other reason for its non-availability:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Place and date of loss</p> <p>What measures were taken at the time to report loss and to obtain recovery?</p> <p>.....</p> <p>.....</p> <p>Has loss been reported to the police?</p> <p>If so, state when and where</p> <p>I certify that the above particulars are correct and undertake in the event of the passport becoming available to return it to the Passport Office, Saint Christopher (St. Kitts) and Nevis, or to a Saint Christopher (St. Kitts) and Nevis Overseas Mission for cancellation.</p> <p>Signature Date</p> <p>(to be signed by parent/guardian for child under age 16)</p>	
<p>11</p>	<p>FOR OFFICIAL USE DOCUMENTS SUBMITTED TO BE NOTED HERE</p> <hr/> <p>SUPPLEMENTARY INFORMATION</p>	