



## **Citizenship By Marriage Instructions**

Along with the application form, please see full guidance for compliance:

(ALL DOCUMENTS SUBMITTED **MUST** BE ORIGINALS)

Please note further requirements for Citizenship through Marriage for full compliance (where applicable), explained:

1. Application form must be completed. Kindly note that the Application form signed by both (yourself and spouse) having both signatures witnessed, completed and stamped by a Notary Public, (Section 10), before submitting to the High Commission.

2. Please see requirements on photos:

Four (4) single cut /separate identical passport sized photographs recently taken, measuring 1.77” x 1.38” (45mm x 35mm) (with no glasses, no hats, ensuring that the entire hairline, entire forehead and both ears are showing. No teeth must be visible. The photo must not have any shadow or glare.

The applicant’s name must be written on the reverse side of **two** of the photographs.

3. Original Certificate of Citizenship of the spouse.
4. Original Birth Certificates plus certified copies of husband and wife, from their countries of birth. If the birth certificate is in not in English, it must be translated to English and certified by a professional translator.
5. Original Marriage Certificate plus a certified/attested copy. If the birth certificate is in not in English, it must be translated to English and certified by a professional translator.
6. A copy of the applicant’s current passport.
7. A copy of the spouse’s current passport
8. Police Certificate (DBS) (original) of applicant, if over the age 16, for each country where applicant lived for the past six (6) months. The Certificate must be no more than six (6) months old. Additionally, kindly take note of the date that the original DBS is submitted, please bear in mind that it is in your interest to submit your DBS which has at least 5 months validity, from the date of issue, in order for the application to be processed.
9. Fees must be submitted with the physical copies of the application.
10. Each original certificate requiring attestation by the High Commission is £50.00 each (where applicable).
11. FedEx fee to send the application to St. Kitts & Nevis to be processed is £75.00.

12. The Application for Citizenship by Marriage fee is **£175.00** (if married before 1983) payable by Bank Draft only, to “ACCOUNTANT GENERAL”. This must be submitted with the complete application when posting to the High Commission. This is the **only** acceptable method of payment.
13. The Application for Citizenship by Marriage fee is **£350.00** (if married after 1983) payable by Bank Draft only, to “ACCOUNTANT GENERAL”. This must be submitted with the complete application when posting to the High Commission. This is the **only** acceptable method of payment.
14. The High Commission reserves the right to request any additional documents in support of the application where applicable.
15. The High Commission is unable to refund the fees if the application has been unsuccessful or withdrawn.
16. The postal address is: St. Kitts and Nevis High Commission, 10 Kensington Court, London, W8 5DL, England.
17. Above the postal address must be also be labelled : ATTENTION – CITIZENSHIP
18. The Email address to conduct Consular Matters is [diplomat@sknhc.co.uk](mailto:diplomat@sknhc.co.uk)
19. The telephone number is 0207 937 9718.
20. You are required to write your email and telephone contact at the back of the application form (in pencil) and submit 2 additional photocopies of all the certificates when posting.
21. When posting, kindly note the original certificates must also be posted to the High Commission, even if certified/attested copies of any document is sent.

However, in order to limit the waiting time, kindly note that applications **should only be mailed** to the High Commission **after** they have been initially approved online by the appropriate officer at the High Commission.

### **Required Procedure:**

In the first instance, you are required to scan and submit the Application Form along with supporting documents, including the front and back of 1 photo of the applicant (as a pdf attachment) by email. Do not send as a picture/jpeg.

The Consular Officer will then review the application and provide the necessary feedback, as required.

The Royal Mail Postal Service is delivered daily.

Other Courier Services for e.g. FedEx, DHL etc, are delivered daily.

Please note that when the complete original physical copies are received at the High Commission, they will be re-examined for approval. You are also required to send two additional photocopies of

the supporting documents. The Bank Draft must also be sent with the physical copies of the application.

Once the hard copies are approved, you will be sent an Invoice via email, for the amount payable, and payment information for Attestation and FedEx fees (where applicable), for settlement. The High Commission has set up an electronic payment system to assist you with this payment by bank transfer.

Once you have completed the payment, you are required to send confirmation (as a pdf attachment) by email, as proof that the payment has been successful. Do not send as a picture or jpeg. When the payment confirmation is received at the High Commission, the physical copies of the completed application will be sent to the Ministry of National Security in St. Kitts & Nevis to be processed.

Please note that the Ministry of National Security in St. Kitts and Nevis ultimately decides on the processing of Citizenship. The Ministry of National Security does not provide a definitive timescale or updates, to process applications. Please further note the Ministry of National Security in St. Kitts & Nevis is unable to provide expedited services.

Please note that when the Certificate of Citizenship has been completed and is received at the High Commission, you will be advised by email to arrange a prepaid Courier service between the hours of 10.00 am - 3.00 pm Monday - Friday, for safe collection. You will be sent your new Certificate of Citizenship)/other document(s), where applicable. Please advise at least 24 - 48 hours in advance by email, of the date and time which you have made the courier arrangements, to ensure a seamless process. If necessary, please note you can scan and send the Airway Note/Delivery Information as a pdf attachment by email, to give to the courier when they arrive at the High Commission to collect your package. Kindly note the tracking details of your arrangements, as you will be solely responsible if lost/stolen/damaged/delayed in transit.

Alternatively,

You may send a Prepaid accurately self-addressed Special Delivery envelope for the safe dispatch and receipt of the documents from our office. (Please note the Special Delivery Envelope can be inserted at the same time, when you are sending your application to the High Commission). Kindly ensure you fully and accurately address the envelope to yourself as you will be solely responsible if lost/stolen/damaged/delayed in transit. When your new Certificate of Citizenship is completed and received at the High Commission, the Citizenship and other document(s) where applicable, will be posted in the envelope which you provided. Kindly note the tracking information details of the envelope which you provided.

In all email communication with the High Commission, you are also required to provide a telephone contact, should we wish to seek clarification on any matters.

For any urgent matters, please feel free to call the High Commission on 020 7937 9718. If you are required to leave a message, your query will be answered within 24-48 hours.

Saint Kitts and Nevis High Commission  
London