



Instructions for Citizenship Application for a Minor

(The applicant is required to submit all original documents, including birth, marriage, death certificates, (where necessary), Certificate of Citizenship/Registration; **in addition to** certified copies)

1. When completing the Citizenship Application, please take note that a legal professional who is witnessing your signature, must affix their official company stamp on page two (2) of the application form, to the right.
2. The Medical Certificate Form must be completed by a General Practitioner/Medical Doctor; and must also bear the doctor's official office stamp. The Medical Certificate when completed, must be no more than six (6) months old.
3. Applicant's (baby's) Original Birth Certificate and an Attested copy. The full length birth certificate must be sent, which shows the names of parents amongst other details. If the birth certificate is in not in English, it must be translated into English by a certified professional translator, then attested to by a lawyer/notary public. A certified copy of the Birth Certificate in its original language must also be attached to the English translated certified copy, and attested to by a Lawyer/Notary.
4. Original St. Kitts and Nevis Certificate of Citizenship of Mother and/or Father (where applicable)
5. Mother's Birth Certificate. If the birth certificate is in not in English, it must be translated to English by a certified professional translator, then attested to by a Lawyer/Notary. A certified copy of the Birth Certificate in its original language must also be attached to the English translated certified copy, and attested to by a Lawyer/Notary.
6. Father's Birth Certificate. If the birth certificate is in not in English, it must be translated to English by a certified professional translator, then attested to by a Lawyer/Notary. A certified copy of the Birth Certificate in its original language must also be attached to the English translated certified copy, and attested to by a Lawyer/Notary.
4. Marriage Certificate (if applicable). If the Marriage Certificate is in not in English, it must be translated to English by a certified professional translator, then attested to by a Lawyer/Notary. A certified copy of the Marriage Certificate in its original language must also be attached to the English translated certified copy, and attested to by a Lawyer/Notary.
5. An Attested copy the bio-data page of all of the other countries passports which the applicant possesses, must be sent, and attested to by a Lawyer/Notary.
6. An Attested copy of the bio-data page only, of the St. Kitts & Nevis passport of mother and father (where applicable) and attested to by a Lawyer/Notary.
7. Four (4) single-cut passport sized photos, measuring 1.77" x 1.38" (45mm x 35mm) recently taken with no glasses, no hats, ensuring that the entire hairline, forehead and both ears can be seen. No teeth must be shown. There must be no glare or shadows in the image. Please note that it is a

requirement that in the case of a baby, the baby's eyes be open. The baby must face forward and not be slightly slanted. You are required to write the name of the applicant on the back of two (2) of the photos.

8. The High Commission reserves the right to request any other document(s) in support of the application.

Special Notes:

A. Do not stick, affix, staple the photograph to the form.

B. Tippex, Correcting Tape, Correcting Fluid, White Out – must not be used.

C. If an error is made, you are required to draw a neat line through and write the information above, and initial the error. Do not overwrite.

D. If you are not the parent and are acting on behalf of minor(s), the parent must issue a letter of Authorisation/Affidavit/Power of Attorney, giving the authority to act on their behalf, to conduct the process with the High Commission.

E. The postal address is: St. Kitts and Nevis High Commission, 10 Kensington Court, London, W8 5DL, England, U.K.

F. Above the postal address must be also be labelled : ATTENTION – CITIZENSHIP.

G. The Email address to conduct the passport renewal process is diplomat@sknhc.co.uk

H. The telephone number is 0207 937 9718.

Fees:

Citizenship Application Fee: £350.00 Payable to: ACCOUNTANT GENERAL

The only Payment Method for Citizenship Application Fee is by Bankers Draft

The fee must be enclosed when the physical copies are posted to the High Commission.

Original Documents (Certificates) that needs to be Attested to by the High Commission : £50.00 each

FedEx fee to send applications to St. Kitts is £75.00

Note: Please note Attestation and FedEx Fees must only be paid after an Invoice is issued to you by the High Commission, to be paid by Electronic Bank Transfer only.

The High Commission will provide an Invoice with the exact payment amount as well as the bank details. Please note all fees are non-refundable if application is withdrawn or unsuccessful.

Kindly note the High Commission cannot accept postal orders, and cheques.

The High Commission has set up an electronic payment system to assist you with payment for Attestation and FedEx fees (where applicable). An invoice with the amount payable with electronic payment details, will be issued to you for settlement, after the hard copy of the application is received in the office, examined and approved.

Procedure:

In the first instance, you are required to submit the application electronically for review. As such, an electronic copy of the completed Application Form must be scanned and sent, including the front and back of a photo, along with the other supporting Documents Required outlined above where applicable, (as a pdf attachment) by email. Please do not send as a picture, jpeg, zip file etc.

We will then review and guide you to completeness in preparation for you to post the hard copies of the original documents to the High Commission, if initially approved electronically.

The Royal Mail Postal Service is delivered daily.

Other Courier Services for e.g. FedEx, DHL, UPS etc, or other safe service provider of your choice are delivered daily.

When the complete original hard copies are received by post at the High Commission, they will be re-examined for approval. Please note you must also send two additional photocopies of the supporting documents when posting. The photo copies must be clearly indicated and separated from the original documents.

Please note as follows:

1. The package with the original documents must be clearly labelled, so that we can identify the original documents.
2. The package with the additional 2 photocopies of each document must be clearly labelled in an envelope, so that we can identify the photocopies.
3. Any documents which have 2 or more pages, must be stapled together.
4. After separation, they can all be enclosed into one bigger envelope for posting.

Once approved, an invoice with the amount payable and payment information will be issued to you for settlement, by electronic bank transfer. When you have made the payment, kindly send us confirmation proof (as a pdf attachment) by email to show that the payment has been successful. Please do not send as a picture.

When the payment confirmation is received by the High Commission, the physical copies of the complete application will be sent to the Ministry of National Security in St. Kitts & Nevis for processing. Please note that the Ministry of National Security in St. Kitts and Nevis ultimately decides on the processing of Citizenship.

When the new Citizenship Certificate has been completed and is received at the High Commission, you will be informed via email.

You will then be required to arrange a prepaid Courier service between the hours of 10.00 am - 3.00 pm Monday - Friday, for the safe dispatch/collection. We will send the new Certificate of Citizenship/other document(s) to you where applicable. Please advise us at least 24 - 48 hours in advance by email, of the date for 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, so that it can be printed and given to the courier on collection of your package. Kindly note the tracking details of your arrangements, as you will be liable if package is lost/stolen/damaged/delayed in transit.

Or

You may send a Prepaid accurately self-addressed Special Delivery envelope for the safe dispatch and receipt of the documents from our office. Please ensure that the envelope is fully and accurately addressed to yourself as you will be liable if package is lost/stolen/damaged/delayed in transit. Once received at the High Commission, all certificate and other document(s) where applicable, will be enclosed and dispatched to you.

Please note that the Ministry of National Security in St. Kitts and Nevis ultimately decides on the processing of applications. The Ministry of National Security does not provide a definitive timeframe to process applications. Also, should there be the need for further legal input, there may be further delays in some instances. Please further note the Ministry of National Security in St. Kitts & Nevis is currently unable to provide updates on the progress of applications or expedited/fast track service.

In all email communication with the High Commission, you are also required to provide a telephone contact when making enquiries, or in the event the High Commission need has a need to contact you to seek clarification on any matters.

Please be guided accordingly.

Thank you.

Saint Kitts and Nevis High Commission
London