



# ST. KITTS AND NEVIS

Application for ePassport

INSTRUCTIONS ON HOW TO COMPLETE APPLICATION

**DO NOT SUBMIT INSTRUCTIONS FORM WITH YOUR APPLICATION!**

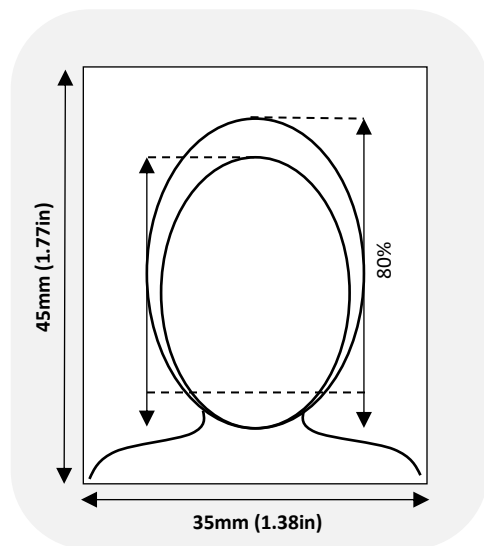
*Read instructions carefully before completing the form.*

## A) GENERAL INFORMATION

Attached is an ePassport application form and full instructions and requirements for completion. The form must be completed in CAPITAL LETTERS (hand/type written in **black/blue** ink only).

### Photographs

- **Four (4) facial photos must be provided with all applications.** The photos shall not be more than six months old and shall be 45 x 35 mm (1.77 x 1.38 in) in height and width.
- The photo shall show a close-up of the applicant's head and top of the shoulders.
- The **face** shall look directly at the camera with both ears showing and shall take up 70-80 percent of the photo size in length.
- Facial expression must be neutral, with mouth closed and eyes open.
- Photos should be printed on high quality paper with high resolution.
- The lighting shall be uniform with no shadows or reflections on the face or in the background.
- The background shall be plain and white.
- There must be **contrast** between image and background (e.g. No white shirt on a white background, etc.).
- **No** prescription glasses, tinted shades or sunglasses.
- **No** head coverings except for religious, cultural, or medical justification.



### Signature Box

Applicants eight (8) years and over must sign the Signature Box **within the borders only**.

If the child applicant is unable to sign the Signature Box, it should remain unsigned.



*Signature*

CORRECT

Border  
Limits



*Signature*

INCORRECT



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#### **Fees**

- Passport fees are paid in the currency of the country applied from.
- **Note:** Fees are subject to change.

Type of Passport Application	Fee (£)
Regular - Standard (16 years – 64 years of age) Nationals	£125
Regular - Standard (16 years – 64 years of age) CBIs	£200
Regular - Standard (under 16 years of age and over 65 years of age)	£75
Regular - Replacement Lost Stolen Damage - Nationals	£200
Regular - Replacement Lost Stolen Damage - CBIs	£250
Attestation	£50
FedEx fee to send application to Saint Kitts and Nevis for processing	£75

The High Commission does not accept cash, postal orders, cheques and Bank Drafts for passport renewal.

Please note Fees must only be paid **after** an Invoice is issued to the applicant via email from the High Commission, to be paid by **Electronic Bank Transfer only**.

The High Commission has set up an electronic payment system to assist the applicant with payment for Consular Services. An invoice with the amount payable with electronic payment details, will be issued via email, for settlement by electronic bank transfer, after the physical documents have been received, and approved by the office of the High Commission.

The High Commission is unable to refund the fees if the application has been unsuccessful or withdrawn.

#### **Issuing of Passport**

A Proxy must be 16 and above years of age. The Proxy of a child Applicant must be the same Parent/Legal Guardian who signed their child's application form.

#### ***Acceptable forms of Identification:***

- Passport
- Driver's license
- Or any other government-authorized identification



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## B) SUPPORTING DOCUMENTS

**ALL DOCUMENTS SUBMITTED MUST BE ORIGINAL OR CERTIFIED/ATTESTED COPIES WHERE APPLICABLE. ORIGINAL DOCUMENTS MUST ALSO BE SENT BY POST, EVEN IF AN ATTESTED/CERTIFIED COPY IS PROVIDED.**

1. Completed Application Form.
2. Current St. Kitts and Nevis Passport (this must be submitted with the hard copies of the application form).
3. Police Report. Document must be translated to English and certified by a professional translator. A certified copy of the Police Report in its original language must also be attached to the English translated certified copy (if Passport is lost/stolen). The original Police Certificate must also be sent.
4. Letter issued by the Home Office as proof to show that the passport was lost by the Home Office (if lost by the Home Office).
5. An Affidavit providing details of the passport and the conditions under which the passport was lost/stolen/damaged. Please note that the applicant/ or the parent of a child under 16 years of age is also required to sign the Affidavit (if Passport is lost/stolen/damaged). The Affidavit must be an original document. A draft template is not provided by the High Commission.
6. Border Force Travel Document Receipt Form (If passport was confiscated by Immigration).
7. **Original Birth Certificate** or a certified/attested copy from the country of birth. If the birth certificate is not in English, it must be translated into English and certified by a professional translator. 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/solicitor/notary. The High Commission does not provide translation services. **Kindly note that the original Birth Certificate must also be sent by post, even though an attested/certified copy is provided.**
8. A photocopy of the bio-data page of any valid passports that were issued in another country. (For all applicants).
9. A photocopy of the bio-data page of any valid passports that were issued in another country. (For the parents of minors).
10. Original Certificate of Citizenship or a certified/attested copy (certified by a legal professional).
11. The parent who completes Section 7, Page 3 - is required to provide a copy of the bio-data page, only, of their St. Kitts and Nevis Passport, along with copies of the bio-data page of any other passport which the parents possess, in support of their child's application.
12. If there is a name change due to marriage or deed poll, the applicant must provide the original documents or a certified/attested copy. All documents must be translated to English and certified by a professional translator. A certified copy of the name change in its original language must also be attached to the English translated certified copy. **Kindly note that the original Certificates must also be sent by post, even though an attested/certified copy is provided.**
13. Four single cut identical recently taken passport size photographs, measuring 1.77" x 1.38" (45mm x 35mm) (forward facing against a neutral background and recently taken with no glasses, no hats, ensuring that the entire hairline, forehead and both ears are clearly showing. No teeth must be shown. If the applicant wears a hair covering for religious purposes, it must be black. There must be no glare or shadows in the image.



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Please note the below list of supporting documents is not exhaustive.

Applicant (Application Type)	Supporting Document(s) Required
New (first-time)	Birth Certificate of applicant Certificate of Citizenship (if applicable) Certificate of Registration (if applicable) Parents I.D (if applicable) Copy of any other valid passport owned by the applicant
Renewal, Expired	Old Passport Birth Certificate of applicant Certificate of Citizenship (if applicable) Certificate of Registration (if applicable) Police Record (if applicable) Parents I.D(if applicable)
Diplomatic/Official	Birth Certificate of applicant Cabinet Memo/Minutes approving directions for issuance of the Diplomatic/Official Passport
Replacement (lost, stolen, damaged)	Birth Certificate of applicant Affidavit Police Report Passport Recovery Form Police Record (if applicable)
Citizens who have changed their name. <i>(if name has been changed, other than by marriage)</i>	Birth Certificate Deed Poll Old Passport (if applicable) Certificate of Citizenship (if applicable) Certificate of Registration (if applicable) Police Record (if applicable) Parents I.D (if applicable)
Married/Divorced Citizens	Birth Certificate of applicant Certificate of Citizenship (if applicable) Certificate of Registration (if applicable) Police Record (if applicable) Marriage Certificate (if the applicant wishes to carry the surname of a spouse) Decree Absolute (if the applicant wishes to revert to maiden name)



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SUBMITTER	Supporting Document(s) Required
Parent/Legal Guardian	Where an <b>Order</b> or direction has been made by the High Court or in Chambers or by a Magistrate regarding the custody of a child, such <b>Order</b> must be produced, or the nature of the direction stated. <b>If pending</b> divorce proceedings, any judicial Order or direction made regarding the custody of the child for whom the passport is to be made, state the nature of the order or direction, and provide as a supporting document. A <b>notarized letter of authorisation</b> of the custodial parent, adoptive parent, or legal guardian must be provided with applications on behalf of a child.
Proxies	A <b>Proxy</b> is a person who submits an application (or collects a personalised passport) on behalf of the Applicant. A Proxy must provide a written authorization from the applicant, authorising them to collect the passport on the applicant's behalf. The written authorisation must be notarized if the applicant is overseas.
Submitter/Agent/Solicitor	<ul style="list-style-type: none"><li>• Power of Attorney / Letter of Authority (must also be signed by the applicant)</li><li>• Copy of a valid government-issued ID type and number.</li></ul> If you are the Submitter and also the parent/legal guardian, please skip Section 2. If you are not the parent/legal guardian and you are acting on behalf of a minor, a Letter of Authorisation/Power of Attorney must be issued by the parent giving consent on their behalf.

## C) APPLICATION SECTIONS

### APPLICATION DETAILS

- Processing Time: Standard
- Application Location: London, United Kingdom
- Passport Pickup Location: London, United Kingdom

### APPLICANT INFORMATION

- *Maiden Surname*: If the applicant is a female, is married or has been married.
- Sex: M = Male F = Female X = Unspecified
- Height: must be completed in "Feet" and "Inches" only. Not Centimetres.

### CONTACT INFORMATION

- *CURRENT ADDRESS*: The full physical address, including the name of the country, where the applicant is currently living, although they may have a permanent address elsewhere.
- *PERMANENT ADDRESS*: The full physical address, including the name of the country, where the applicant permanently lives, although they may be temporarily living elsewhere.



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- Checkmark the 'Same as current address' box if your permanent address is the same as your current address.

#### **CITIZENSHIP**

- *Birth:* Applicant was born in St. Kitts and Nevis.

The following citizenship types are for applicants born outside of St. Kitts and Nevis:

- *Descent:* Name of the parent or grandparent that was born in St. Kitts and Nevis.
- *Marriage:* Spouse's Certificate of Citizenship number is only required if the spouse was born outside of St. Kitts and Nevis.
- *Registration, Residence, Investment (CIP)*

#### **LOST, STOLEN, OR DAMAGED PASSPORT**

- For 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), the Passport Recovery Form and a Police Report must be submitted to the Passport Office at least 1-month prior to the application for a new passport.
- For damaged passports, an Affidavit, and Police Report are not required. However, the applicant must submit their damaged passport and the Passport Recovery Form to the Passport Office as part of the application for a new passport.
- Please refer to Section A) General Information > Fees.

#### **DECLARATION**

- The **Applicant (and Parent/Legal Guardian when applicable) must sign Section 7.**
  - The applicant will tick or circle the applicable options from A,B,C,D,E

#### **RECOMMENDER**

- Section 8 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, Bank Manager, Senior Bank Official, Dentist, Optician, Accountant, Headteacher, Head of an institution or any person of similar standing **PERSONALLY ACQUAINTED** with the applicant for at least two (2) years.
  - You must use a Recommender who has an official company stamp. The official company stamp of the Recommender must be affixed in the space labeled 'official stamp' (Page 3 Section 8).
  - Must sign, date and affix their **official stamp** to this section of the application.
  - Must endorse the reverse side of two (2) of the photographs with the words: **"I certify this is a true likeness of [Mr./Mrs./Miss. Name of Applicant]"** and add the recommender's signature and **official stamp**.

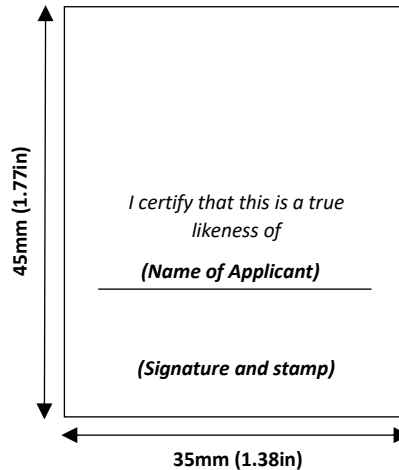


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- Members of immediate family are not eligible as a Recommender.



### **Notes**

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

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

If an error is made, please draw a neat line through the error and write the information above or beside, and initial the error. Do not overwrite.

### **Procedures**

You are required to submit the following electronically for review:

- The completed application form;
- the front and back of two (2) photos; endorsed, signed and stamped by the Recommender
- a copy of the current St. Kitts and Nevis passport bio data page only;
- a copy of the bio-data page of all of the other passports which the applicant possesses,
- All other supporting documents (outlined above where applicable) (as a simple pdf attachment) (password free) by email.
- We will review, in preparation for posting.
- If there are multiple applicants, kindly note: You will provide: one email per applicant, along with the supporting documents – Subject being “Passport Application (Name of Applicant).
- When posting, take note that: The Royal Mail Postal Service is delivered daily. Other Courier Services for e.g. FedEx, DHL, DPD or other safe service providers of your choice are delivered daily.



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- Please note that **two** (2) additional photocopies of the supporting documents must be sent, when posting. The photocopies must be clearly indicated and separated from the original documents.
  - I. The package with the original documents must be clearly labelled
  - II. The package with the additional 2 certified/attested/photocopies of each document must also be clearly labelled.
- On receipt of the physical documents at the office of the High Commission, an Invoice with the amount payable and payment information will be issued to the applicant for settlement, by electronic bank transfer.
- Once the payment has been processed, kindly provide confirmation of proof of payment via email (as a pdf attachment only)
- When the proof of payment confirmation is received by the High Commission and the funds are cleared by the bank, the complete application will be sent to the Ministry of National Security in St. Kitts & Nevis for processing.
- When the new ePassport has been completed and is received at the High Commission, the applicant will be advised via email. The new and old passport(s) and other original document(s) where applicable, will also be returned to the applicant.
- The applicant will be required to arrange a prepaid Courier service between the hours of 10.00 am - 3.00 pm on a Friday, for the safe dispatch/collection of their documents.
- To ensure a seamless process, kindly notify the High Commission at least 24 - 48 hours in advance by email, of the date and time which you have made for the courier arrangements.
- Please note that the Airway Bill/Delivery Information can be scanned to the High Commission as a pdf attachment by email, to be given to the Courier on collection.

Alternatively,

- A Prepaid, accurately self-addressed Special Delivery envelope for the safe dispatch and receipt of the documents from our office, may be sent to the High Commission.
- **Kindly note the tracking details of all package arrangements.**
- Documents can also be collected directly from the office of the High Commission. Kindly schedule an appointment with the High Commission ahead of time should this option be your preferred choice.
- Please note that the Ministry of National Security in St. Kitts and Nevis ultimately decides on the processing of documents. However, Renewals/Replacements/First Applications/Lost/Exhausted passports are likely to take approximately **4 – 6 weeks**.
- 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 expedited service/fast track, or updates on the progress of applications.





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- In all email communication with the High Commission, please provide a telephone contact when making enquiries. You are required to write your email and telephone contact at the back of the application form when posting.
- The postal address is: St. Kitts and Nevis High Commission, 10 Kensington Court, London, W8 5DL, England, U.K.
- Above the postal address must also be labelled: ATTENTION – Consular Section.
- The Email address to conduct the passport renewal process is: [consularaffairs@sknhc.co.uk](mailto:consularaffairs@sknhc.co.uk)
- The telephone number is 0207 937 9718.