



ST. KITTS AND NEVIS

Application for ePassport

INSTRUCTIONS ON HOW TO COMPLETE APPLICATION

DO NOT SUBMIT INSTRUCTIONS FORM WITH YOUR APPLICATION

The ePassport application form must be completed in CAPITAL LETTERS. It must be hand written in [BLUE](#) ink only or typed in BLACK ink.

Please read instructions carefully before completing the form

SUPPORTING DOCUMENTS

ALL DOCUMENTS SUBMITTED IN SUPPORT OF THE APPLICATION MUST BE ORIGINAL DOCUMENTS. THE ORIGINAL DOCUMENTS MUST ALSO BE SENT BY POST, ALONG WITH THE CERTIFIED COPIES, WHERE APPLICABLE.

1. Completed Application Form.
2. [Original Birth Certificate](#). 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, although attested/certified copies are provided.**
3. Original Certificate of Citizenship/Registration. **Kindly note that the original Certificate of Citizenship/Registration must also be sent by post, although attested/certified copies are provided.**
4. A photocopy of the bio-data page of any valid passports that were issued in another country. (For all applicants).
5. A photocopy of the bio-data page of any valid passports that were issued in another country. (For the parents of minors).
6. 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.
7. Marriage certificate or Deed Poll - if there is a name change due to marriage or deed poll, the applicant must provide the relevant original documents. 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, although attested/certified copies are provided.**
8. Four (4) single cut identical passport sized photographs, measuring 1.77" x 1.38" (45mm x 35mm) (forward facing against a plain, white background. The photos must be no more than six (6) months old. No glasses, or hats should be worn, ensuring that the entire hairline, forehead and both ears are clearly showing. No teeth must be shown. There must be no glare or shadows in the image. If the applicant wears a hair covering for religious purposes, it must be black.
9. Current St. Kitts and Nevis Passport (this must be submitted with the physical copies of the application form).
10. Police Report - if passport has been lost or stolen. 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. The original Police Certificate must also be sent.
11. 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.
12. 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.
13. Border Force Travel Document Receipt Form - If passport was confiscated by Immigration.



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PROCEDURE

Firstly, you are required to submit the required documents, **electronically**, for review:

1. The completed application form;
2. The front and back of four (4) passport-sized photos; **two (2)** of those photos should be endorsed, signed and stamped by the Recommender
3. A copy of your current St. Kitts and Nevis passport bio data page and observation page, only
4. A copy of the bio-data page of all of other passports which the applicant possesses
5. All other supporting documents (outlined above where applicable) (as a simple pdf attachment only) (password free)
6. The documents will be reviewed, in preparation for posting
7. Multiple applications – please provide one email per applicant, along with the supporting documents – Subject being “Passport Application (Name of Applicant)”
8. Two (2) additional photocopies of the application and supporting documents must be sent when posting
9. You are required to write your email and telephone contact at the back of the application form when posting
10. All packages must be clearly labelled – the package containing original documents and the other containing the copies
11. On receipt of the physical documents at the High Commission, an Invoice with the amount payable and payment information will be issued to the applicant for settlement by electronic bank transfer
12. Once the payment has been processed, kindly provide confirmation of proof of payment via email (as a pdf attachment only)
13. 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
14. Once 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.
15. The applicant will 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 of their documents.
16. To ensure a seamless process, kindly notify the High Commission at least 24 - 48 hours in advance by email, of the date and time for which arrangements have been made via courier
17. 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 the office, may be sent to the High Commission.
- Kindly note the tracking details of all package arrangements. The Saint Kitts and Nevis High Commission cannot be held accountable for undelivered packages.
- 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**.



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- 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.
- In all email communication with the High Commission, please provide a telephone contact when making enquiries.
- 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
- The telephone number is 0207 937 9718.

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.
- 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), and a Police Report must be submitted with the application.
- For damaged passports, an Affidavit is required, providing details of the passport and the circumstances under which it was damaged.



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DECLARATION

- The **Applicant (and Parent/Legal Guardian when applicable)** must sign and date **Section 7**.
 - The applicant will tick or circle the applicable options from A,B,C,D or 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.
 - Must have an official company ink stamp.
 - Must sign, date and affix the stamp to this section of the application (Page 3, Section 8)
 - 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. The other two (2) photos will remain blank.
 - Must verify the application **after** the applicant has completed, signed and dated the application form.
 - Members of immediate family are not eligible as a Recommender.

SUBMITTER	Supporting Document(s) Required
Submitter/Agent/Solicitor	<ul style="list-style-type: none">• Power of Attorney / Letter of Authority (must also be signed by the applicant)• Copy of a valid government-issued ID type and number• 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 Authorization/Power of Attorney must be issued by the parent giving consent on their behalf.

NOTES

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

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

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.

Do not book travel arrangements until you have received your new passport.



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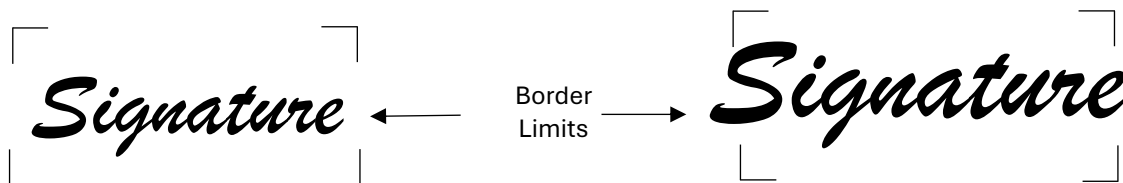
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GENERAL INFORMATION

SIGNATURE BOX

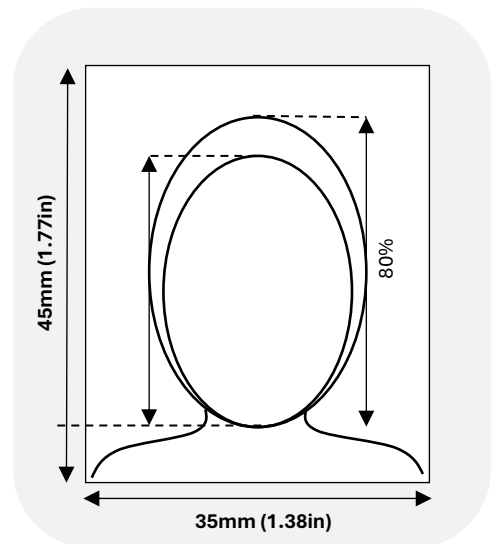
Applicants eight (8) years and over must sign the Signature Box **within the borders only**.

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



PHOTOGRAPHS

- Four (4) identical facial photos must be provided with all applications. The photos shall not be more than six (6) 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 ensuring that the entire hairline, forehead and both ears are clearly 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. Any head coverings worn for religious purposes must be black.
- The Recommender 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. The other two (2) photos will remain blank.





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FEES

- Passport fees are paid in Pounds Sterling
- **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.
- The High Commission has set up an electronic payment system to assist the applicant with payment for Consular Services. When the physical documents have been received, and approved by the office of the High Commission, an invoice with the amount payable and electronic payment details, will be issued via email, for settlement by **electronic bank transfer**,
- The High Commission is unable to refund the fees if the application has been unsuccessful or withdrawn.

COLLECTION OF PASSPORT

Applicants collecting passports from the High Commission must present a government-issued ID (which must be a photo ID).

Acceptable Forms Of Identification:

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

*Saint Kitts and Nevis High Commission
London*