

Saint Lucia CIP Checklist Notes

These notes are to be read in conjunction with the CIP issued Checklist SL 1 (See Attached). Each point in the below Noted refers to the same number on the SL 1 checklist and the checklist will also tell you which documents and forms are relevant for which kind of applicant either the Main Applicant, Spouse, Etc.

1. Proof of payment of non-refundable processing and due diligence fees - This must be provided to submit a file to CIP for either The Pre-Processing Due Diligence Portal or to submit the full file.
2. Document Checklist (SL1) – Each Applicant must fill in this Checklist and I would advise you print one out for each applicant to read with these notes.
3. Use of Authorized Agent Form (SL2) – Please fill out the details in Section 1 and sign/ date same. I will fill in the details of Section 2 and sign that part.
4. Statement of Alternative Citizenship (SL3) – Please see the attached precedent. Please sign / date same
5. Investment Confirmation Form (SL4) - Please fill out the details and sign/ date same
6. Application for Registration as a Citizen of Saint Lucia (SL5) – Please fill out the details and sign and date. The Main Applicant must fill in section 4 of the Form which relates to Source of Wealth and this section should be paid particular attention too. Please ask me if you have any specific questions but one should be as detailed as possible with sections 4.6, 4.7 4.8.
7. Excerpt of full birth record OR certified copy of full birth certificate (i.e. a birth document that also includes your parents' details, or a household register, family book, etc.). – Please note that the Immigration Office will require when processing the passport application for all applicants an original of this document or a certified copy from the original entity that issued the document.
8. Proof of name change (if applicable) (e.g. deed poll, adoption papers, etc.). **ONLY applicants who have had a name change are required to provide this supporting document.* Please note that the Immigration Office will require when processing the passport application for all applicants an original of this document or a certified copy from the original entity that issued the document.
9. Certificate(s) of Citizenship (if applicable) – Please provide this if you or any of the Applicant(s) have one
10. Permanent resident card or certificate (if applicable) - Please provide this if you or any of the Applicant(s) have one
11. Military record(s) - You must submit for any applicant who has served in the military or armed forces for any period of time.

12. **Photograph and Signature Certificate (SL6).** Please fill out the details and sign/ date same. Please note that the Lawyer / Notary that signs as witness must also certify the back of one (1) passport photo and attach it to the SL6 form. The same Lawyer should also certify one (1) more passport photograph as this will also be needed. For children who are below the age of 18 or where a qualifying dependent is physical or mentally challenged and cannot write, please insert N/A in the field specimen signature.
13. **Six (6) passport- sized colour photos of yourself taken within the last six months. The photos MUST be:**
 - A full front close up view of the head and shoulders with the head covering 70% to 80% of the photograph, ears showing and hairline visible above the forehead.
 - Taken without sunglasses. Prescription glasses may be worn as long as eyes are still visible showing you looking straight at the camera, your eyes open, no hair in your eyes and without hair covering except that of religious head covering.
 - Taken against a plain white background without shadows.
 - Taken with a neutral expression (no laughing or frowning) with your mouth closed.
 - A true image which has not been altered in way.
 - Must be 35 x 45 mm in size, of good quality color and on high quality paper.
- The six photos MUST be the same in all aspects with two of the photos certified to be a true likeness of the bearer.
- One of the non-certified photos must be affixed to the Form (SL6) and one must be left loose
- The wording on the back of the photo should be "I certify this to be a true likeness of X. "
14. **National identity card(s) (if applicable) - Please provide this for all Applicants**
15. **Copy of all pages of your current passport(s) - Please provide this for all Applicants**
16. **One (1) document of proof of residential address – This must be valid within the last three months immediately preceding the submission of the application. *Examples of proof of residential address include: Certified copy of a recent utility bill OR Bank statement showing full name and address.**
17. **Certified copy of marriage record or marriage certificate(s) (if applicable) - You must submit for the principal applicant and the spouse and please also note that the Immigration Office will require when processing the passport application an original of this document if the Applicant for the passport is female or a certified copy from the original entity that issued the document.**
18. **Certified copy of divorce decree (if applicable). You must submit for the principal applicant and spouse.**
19. **Curriculum Vitae. You must submit for the principal applicant and every qualifying dependant who is 18 and over.**

20. **Professional reference** – See attached precedent (e.g. from an attorney, chartered accountant or other professional of similar standing) valid within the last six months immediately preceding the submission of the application.
21. **Bank reference letter** – Please see attached precedent this is only an example as each bank has its own template usually. It must be issued by an internationally recognised bank valid within the last six months immediately preceding the submission of the application.
22. **Affidavit of support of your spouse and each other qualifying dependent (SL7)** – Please refer to the SL7 form and fill in the relevant details and have this executed before Lawyer / Notary
23. **Professional and academic certificates** - You must submit for the principal applicant and every qualifying dependent who is 18 and over.
24. **Police certificate** – This is from country of birth, and from any other country in which you have resided for a period of at least one year during the ten (10) year immediately preceding the submission of the application for citizenship by investment. The police certificate should be no more than six months old. In the event that you are unable to obtain a police certificate, please provide an explanation here. Police certificates are NOT required for qualifying dependants below the age of 16.
25. **Certified copy of your current and expired visas** – This will be in your passport pages which you are submitting anyway if not please send a copy of the said visa
26. **Medical Examiner Details and Declaration (SL8)** – Please take this form to a Doctor and have him fill it in and sign the form and place his / her stamp on the form
27. **Official transcripts or written confirmation from a recognised school, university or college of a qualifying dependent who is between the ages of 18 and 25 and enrolled at that school, university or college at the time of submitting the application** - Please note this no longer applies
28. **Custody or legal guardianship records** - Please provide this if you or any of the Applicant(s) have these.
29. **Statutory declaration of a non-accompanying parent of a qualifying dependant below the age of 18, indicating that he or she has no objection to his or her child acquiring Saint Lucian citizenship.** Please provide this if required.
30. **A certified copy of a photo ID of a non-accompanying parent bearing his or her signature.** Please provide this if required.

ADDITIONAL DOCUMENTS NEEDED THAT ARE NOT ON THE SL 1

31. **Notary/lawyer credentials – certified copies** - This can be a practising certificate/licence if issued annual would be sufficient. It can also be some form of a business card or an online link to the person showing they are a practising lawyer
32. **Medical Examiners credentials – certified copies** - This can be a licence if issued annual would be sufficient. It can also be some form of a business card or an online link to the person showing they are a practising lawyer.

33. **Translators credentials – certified copies -** If one has used a translator then a copy of the translator's credentials or professional certification must accompany the translated documents. It can also be some form of a business card or an online link to the person showing they are a practising translator. Please see below notes on English translations: -

The document in its original language, in the required format (original or certified true copy); AND

- An authenticated translation to the English language. An "authenticated translation" means a translation effected by either a professional translator who is officially accredited to a court of law, a government agency, an international organization or similar official institution, or if effected in a country where there are no official accredited translators, a translation effected by a company whose role or business is effecting professional translations, the Unit will accept.
- If the document is written in English but includes a seal or signature in another language, a translation of the seal is requested.

POST APPROVAL PROCEDURE:-

Please note that the below is required if you are approved for Citizenship and to obtain the passport.

However, I can provide copies of these documents upon request. These are usually dealt with post approval due to the fact they must be dated after the approval is granted and witnessed by a Lawyer.

34. **Oath of allegiance – I will provide the precedent for this – See attached Precedent**
35. **Passport Application form duly filled and signed. Please Just sign sections 6 and 10 and I will fill in the rest of the Form as the Passport recommender can be the authorised agent - See attached form**
36. **NIC Application Form duly filled and signed – See Attached forms -Form A is for PERSON Under 65 and Form B is for persons over 65**

Form A Please Fill in Form as best you can do not fill in the section to be completed by Employer at the bottom. Please ensure you sign where it says signature of applicant and the LAWYER signs as witness and puts his stamp.

Form B Please Fill in Form as best you can do not fill in the section for official use only at the bottom. Please ensure you sign where it says signature and the LAWYER signs as witness and puts his stamp where I have indicated on form.

37. **Authorisation letter to allow Agent to collect NIC number. I will provide the precedent for this- See attached Precedent**



CITIZENSHIP BY INVESTMENT PROGRAMME

STATEMENT OF ALTERNATIVE
CITIZENSHIP

SL3

Please provide a detailed explanation of the reason(s) you are seeking to obtain an alternative citizenship and the reason(s) why you have opted for Saint Lucian citizenship in particular.

I am seeking to obtain an alternative Citizenship for Saint Lucia because I want ease of travel for my work and leisure. I would also like to retire in Saint Lucia.

USA Berkeley California

20/04/2019

Place

Date


Signature of Principal Applicant

PROFESSIONAL REFERENCE LETTER

Date:.....

CHIEF EXECUTIVE OFFICER
CITIZENSHIP BY INVESTMENT UNIT
5TH FLOOR, FRANCIS COMPTON BUILDING
WATERFRONT
CASTRIES, SAINT LUCIA

RE: CHARACTER REFERENCE LETTER

Dear Sir/Madam,

This letter is my personal recommendation for

I have known for over Years and have found him reliable, honest, courteous and extremely dedicated to his work.

..... have an impeccable reputation, great integrity and is of a very sound character.

He is hard-working person, passionate and willing to accept lead role and take challenges. I strongly recommend him to your esteemed country.

Sincerely Yours,

.....

BANK REFERENCE LETTER

PRIVATE & CONFIDENTIAL

Date:.....

Citizenship by Investment Unit
5th Floor, Francis Compton Building
Waterfront
Castries, Saint Lucia.

Dear Sirs,

CONFIRMATION OF BANK ACCOUNT

This letter is provided to you upon our customer,
(Passport:) request.

We hereby confirm that the customer has a banking relationship with us since (insert date) and maintain(s) the following account(s) with us:-

.....

As at (insert date), the customer has a total credit balance of USD.....

This information is given in strictest confidence and without obligation or responsibility on the part of this Bank or any of its Officers.

Sincerely Yours,

.....

FORM 11
OATH OR AFFIRMATION OF ALLEGIANCE
(Citizenship by Investment Act:
Section 36(5))

I,affirm/ swear by Almighty God* that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors, according to law.

Signed
[Insert Name]

Sworn/affirm* this day of20.....

At:

Before me
[Insert Name]
d Lawye

Consular Officer of Saint Lucia/Honorary Consul of Saint Lucia/
Notary Royal /Notary Public/Attorney-at-law*

**Delete as appropriate*

Replacement Passport
 Renewal

DO NOT WRITE IN THIS BOX
BARCODE

ADULT

Please write
your name
here

(Surname)

(Christian Names)

National Insurance Number

FORM "A"
APPLICATION FOR A SAINT LUCIA PASSPORT
IMPORTANT. Read instructions carefully before completing the form
INSTRUCTIONS

(A) SECTIONS OF FORM TO BE COMPLETED

Section 1&2 - All Applicants (where applicable)
Section 3 (a) - Married women (widow/divorce)
Section 3 (b) - Women who are citizens of St. Lucia by naturalization
Section 4-All applicants (if applicable)
Section 5-All applicants (if applicable)
Section 6- All applicants (parent / guardian, if under 16)
Section 7-First time applicants and replacements

Section 8-Application for Replacements only

Section 9- For parents/guardians of children who have not attained the age of 18 years

N.B. In the case of a guardian, a statutory declaration is required.

(B) SIGNING THE FORM

Section 6— Signature of applicant, if 16 years and over or that of parent/guardian, if under 16 years.

Section 7— Should be completed and signed by the person verifying the applicant's declaration and should be a prominent person in the society such as a doctor, lawyer, minister of religion or justice of the peace.

N.B. Family members are not acceptable recommenders.

Recommendations from members or officials of firms should bear the printed stamp of the firm. The recommender should certify on the reverse side of one photograph that it is a true likeness of the applicant. Recommenders are reminded of section 5 (1) and (2) of the Passport Amendment Act No. 23 of 2003.

- A first applicant is (18 years & over) required to pay for his/her application in person and attend an interview with the Immigration Department.

(C) DOCUMENTS TO BE PRODUCED

Any applicant who surrenders with this application a previous Saint Lucia passport, which was issued in Saint Lucia, **WILL NOT NORMALLY** be required to produce any other documents unless;

- the information on the passport is not legible
- The applicant's name or status has been changed

However, if passport was issued overseas, applicant would be required to produce documents as required by first time applicants.

C (a) FIRST TIME APPLICANTS

- Birth certificate
- Change of name document (if applicable)
- Marriage certificate (women only and if applicable)
- Divorce certificate (women only and if applicable)
- St. Lucia Citizenship document (if born overseas)
- Death certificate (widow)
- National Identification card

N.B in all cases only **ORIGINAL** documents or **certified copies** will be accepted.

(D) FOREIGN LANGUAGES

In cases where the original document is of a foreign language, an English translation of that document by a recognized translator along with the **original** or a certified copy **must be produced**.

(E) Replacement Passports

Applicants would be required to provide, a written statement detailing the reason/s for wanting the passport replaced. Supporting documents (e.g. fire or police report) from the appropriate authority would also be required.

(F) Children

Note — Where an Order or direction has been made by the High Court or In Chambers or by a magistrate regarding the custody of a child, such Order must be produced or the nature of the direction stated.

PHOTOGRAPHS

(G) Two (2) passport size copies of a recent photograph of the applicant must be included with the application. These photographs must be taken full face without hat . Only prescription glasses will be accepted.

(H) COLLECTION OF PASSPORTS (Sec. 5)

Applicants are required to provide the name of an individual whom they may wish to collect the passport on their behalf. The individual who must be at least 18 years old, would be required to produce his/her National Identification card upon collection.

N.B. THE IMMIGRATION HEAD-OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL SUPPORTING DOCUMENTS AND/ OR REQUIRE AN APPLICANT TO ATTEND ONE OR MORE INTERVIEWS BEFORE ISSUING A PASSPORT

(I) Receipts must be produced upon collection of passports.

N.B CHILDREN WILL NOT BE INCLUDED ON PARENT(S) PASSPORTS.

NB: ALL APPLICANTS CAPABLE OF SIGNING SHOULD PROVIDE SPECIMEN SIGNATURE AT SECTION 10

| | | | |
|--|---|---|-------------------------|
| 1 Surname (in block capitals) | | State whether <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss | |
| Christian Names (in full) (in block letters) | | Married <input type="radio"/> | |
| Maiden Name (If applicant is a woman who is or has been married) | | Single <input type="radio"/> | |
| Divorced <input type="radio"/> | | | |
| Has name been changed (otherwise than by marriage?) If so, state original name | | PERSONAL DESCRIPTION | |
| | | Height | |
| Country of Birth | Date of Birth (dd/mm/yy) | Colour of eyes | |
| | | Colour of Hair | |
| Profession or Occupation | | Special Peculiarities | |
| Local Address (in block letters) | Foreign Address (if applicable) (in block letters) | Tel No. (h) Mobile : | |
| | | Tel No. (w) | |
| E-Mail Address(es) | | | |
| 2 CITIZENSHIP: State whether citizen of Saint Lucia by birth naturalization or registration | | Citizen of Saint Lucia by: | |
| If citizen of St. Lucia by registration or naturalization give particulars of registration or naturalization certificate | Certificate Number | Place of issue | Date of issue(dd/mm/yy) |
| | | | |
| 3 MARRIED WOMEN applying for a passport must complete (a) and where applicable (b) | | | |
| (a) Husband or former husband(s) Surname and full Christian names | | Surname Christian Name(s) | |
| Place of marriage | Date of marriage (dd/mm/yy) | Husband or former husband(s) nationality | |
| b) Women who are citizens of Saint Lucia by naturalization only | | | |
| Particulars of husband or former husband(s) | Husband's place and date of birth | If husband was born in a foreign country give place and date of his father's birth | |
| State whether married more than once No State Yes or No | | | |
| 4 A. If applicant's birth was registered as a citizen of Saint Lucia abroad state: | | | |
| Name of Consulate | Date of Registration | Place and date of parent's birth | |
| B. Particulars of applicant's parent: | | | |
| (a) Name..... | | | |
| (b) District (if born in Saint Lucia) | | Date of birth..... | |
| (c) (If citizen of Saint Lucia by naturalization or registration) - | | | |
| Certificate No..... Date and Place of issue..... | | | |
| 5. Please enter the name of an individual whom you may wish to collect passport on your behalf. | | | |
| Name: | | NIS #: | |
| Address: | | Telephone Number(s): | |
| Cellular Number(s): | | Relationship | |

6 DECLARATION

- A I declare that the information given in the application is correct to the best of my knowledge and belief, and
- B That I have not lost the status of Citizen of Saint Lucia, and
- C That I have not previously held or applied for any passport whatever,
- or D That all previous passports granted to me have been surrendered other than passport or travel document No. which is now attached and that I have made no other application for a passport since the attached passport or travel document was issued to me.

Signature: Date:

Note:— If you have had a passport which has been lost, delete C and D and complete Section 8 on page 3 of this form.

7 RECOMMENDER (for first applicant and replacement passports)

I, (name in block capitals)
certify that the applicant has been known personally to me for years, and that to the best of my knowledge of him/her, I believe the facts stated on this form are correct, and that he/she is a fit and proper person to receive a passport.

Address Signature
..... Profession
..... Date

IMPORTANT: Applicants and recommenders (section 6 & 7) are warned that should any statement contained in their respective declarations prove untrue, the consequences to them may be serious. The attention of persons who are asked to sign this declaration is specially called to the fact that it can only be signed from personal knowledge of the applicant and not from information obtained from other persons. See Section 5(1) & (2) of the Passport Amendment Act No. 23 of 2003.

8 PARTICULARS OF PREVIOUS PASSPORT WHICH HAS BEEN LOST OR IS NOT AVAILABLE FOR PRESENT USE

No. issued at on

Bearer's names

Circumstances in which passport was lost or destroyed, or other reason for its non-availability.

Place and date of loss

What measures were taken at the time to report loss and to obtain recovery?

Has loss been reported to the Police?

If yes, address of station

I certify that the above particulars are correct and undertake in the event of the passport coming again into my possession to return it to the Saint Lucia Passport Office or to a Saint Lucian High Commission.

Date Signed

9 PARENT'S / LEGAL GUARDIAN'S CONSENT

(For applicants over 16 & under 18 years)

I (name) the (relationship)

of name (s) hereby give my consent

for him/her/ (s) to hold a passport,

Signature

DO NOT WRITE IN THIS AREA

FOR OFFICIAL USE

(Documents produced to be noted here)

| Applicant's Birth Certificate No. | Marriage Certificate No. | Divorce Decree No. | Deed Poll No. | Citizen Certificate No. | Previous Passport No. | Foreign Passports No. |
|-----------------------------------|--------------------------|--------------------|---------------|-------------------------|-----------------------|-----------------------|
| | | | | | | |

Any other documents to be noted here:.....
.....
.....

PAYMENT DETAILS

| Date paid | Amount paid | Receipt Number |
|-----------|-------------|----------------|
| | | |

INFORMATION ON PASSPORT TO BE ISSUED

New passport Number..... Date of issue

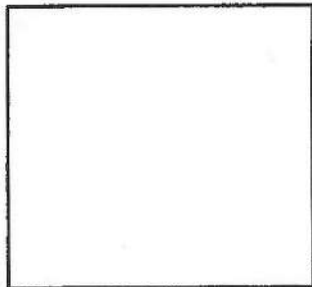
INTERVIEWER

Name.....

Date of Interview

SECTION 10

Applicants Photograph



Specimen Signature of Applicant



FORM B

Form RS6



NATIONAL INSURANCE CORPORATION
Application for National Identification Number

Surname _____

NID

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

First Name _____

Sex Male Female

Middle Name _____

Marital Status
Married Single
Widow Widower
Divorced Separated

Maiden Name _____

Alias _____

Nationality _____

Telephone # _____

Date of Birth _____
dd / mm / yyyy

Email _____

Residential Address _____

Postal Address _____

Signature _____

LAWYER SIGN :-

Date _____
dd / mm / yyyy

STAMP :-

For Official use only

Entered by _____

Supporting Document(s)
Passport
Birth Certificate
Others

Date _____
dd / mm / yyyy

Verified by _____

Date _____
dd / mm / yyyy

NIC LETTER AUTHORIZATION:-

Date :-

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

I hereby authorize Mr. Jonathan McNamara of McNamara & Co. to act on my behalf to obtain a National Insurance Number.

Regards.

(Applicant to sign above line and insert Applicants name above)

Witnessed this day of20.....

At:

Before me

[lawyer to sign above on the line and Insert Name above]

Consular Officer of Saint Lucia/Honorary Consul of Saint Lucia/
Notary Royal /Notary Public/Attorney-at-law*

***Delete as appropriate depending on type of Lawyer / Officer signing**