



Consulate For The Federation of Saint Kitts and Nevis

REQUIRED DOCUMENTS AND INTRUCTIONS TO APPLY FOR RENEWAL PASSPORT

On the Passport Application Form, you will have to complete the following:

1. Sections 1, 2, 3 and 6 must be completed by all applicants.
2. Sections 4 and 5 to be completed where applicable.
3. Section 7 is to be completed by Parent or Legal Guardian of an applicant under age 16.
4. Section 8 is to be completed by an applicant age 16 and over.
5. Section 9 I to be completed by the recommender.

For Persons Under Age 16

1. Completed Application Form (*A child in the age group of 8 to 15 is required to submit three signature samples on an unlined sheet of paper*).
2. Two (2) passport sized colour photos (1.7" x 1.38" (45mm x 35mm)).
3. Applicant **Original** or **Notarized** copy of Birth Certificate.
4. Applicant **Original** or **Notarized** copy of Saint Christopher and Nevis Certificate of Citizenship (*if applicable*).
5. Old Passport.
6. **Fee:** CDN One hundred and Thirty-Six dollars (CDN \$136.00), payable to the [Consulate of St. Kitts and Nevis](#).
7. Any other document as may be required.

For Persons Age 16 and Over

1. Completed Application Form.
2. Two (2) passport size colour photos (1.7" x 1.38" (45mm x 35mm)).
3. Applicant **Original** or **Notarized** copy of Birth Certificate.
4. Applicant **Original** or **Notarized** copy of Saint Christopher and Nevis Certificate of Citizenship (*if applicable*).
5. **Original** Police Record (*if applicable*).
6. **Original** or **Notarized** copy of Marriage Certificate (*if applicable*).
7. Old Passport.
8. **Fee:** CDN One hundred and Eighty-Six dollars (CDN \$186.00), payable to the [Consulate of St. Kitts and Nevis](#).
9. Any other document as may be required.

Citizens by Investment

1. Completed Application Form (*A child in the age group of 8 to 15 is required to submit three signature samples on an unlined sheet of paper*).
2. Two (2) passport sized colour photos (1.77" x 1.38" (45mm x 35mm)).
3. Applicant **Original** or **Notarized** copy of Birth Certificate (*translated to English if not in English*).
4. Applicant **Original** or **Notarized** copy of Saint Christopher and Nevis Certificate of Registration.
5. **Original** Police Record (*if applicable*).



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6. **Original** or **Notarized** copy of Marriage Certificate (if applicable) and translated to English if not in English.
7. Old Passport.
8. **Fee:** CDN Three hundred and Eight-Six dollars (*CDN \$386.00*), payable to the *Consulate of St. Kitts and Nevis*.
9. Any other document as may be required.

CASH, CREDIT CARD, INTERAC or PERSONAL CHEQUES NOT ACCEPTED AS PAYMENT

Photographs:

Two (2) copies of a recent photograph of the applicant must be included with the application. These photographs should be taken full face, without earrings (*for male*), without a hat on a neutral solid background. Black and white photographs are not acceptable. **The size of the photographs is 1.77" x 1.38" (45mm x 35mm)**. The recommender (guarantor) is also required to endorse the reverse side of one copy of the photographs with the words "I certify that this is a true likeness of the applicant Mr./Mrs./Miss....." and add his/her signature.

Recommender (Guarantor):

Section 9: Should be completed by the person verifying the declaration of the applicant. The recommender (*guarantor*) must know the applicant for at least two (2) years with a professional stamp and add stamp in the area that says, 'Original Stamp'. Recommender (guarantor) should be a Justice of the Peace, Notary Public, Minister of Religion, Medical or Legal Practitioner, Senior Civil Servant, Senior Bank Official, Gazetted Police Officer, or any person of similar standing **PERSONALLY ACQUAINTED** with the applicant. Members of the Immediate Family are not eligible.

Additional information may be obtained from the Consulate Office:

Consulate of St. Kitts & Nevis
133 Richmond St West, Suite 311
Toronto, Ontario
Canada M5H 2L3.

Tel: 416-368-7319

Fax: (416) 368-3934

Email: Info@cgstkittsnevis.ca

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