

**For Official Use (VW)**

POS \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
1<sup>st</sup> Keyed \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
2<sup>nd</sup> Keyed \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
Verified \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**SAINT LUCIA**

**Civil Status Registry**  
**Application for Birth,**  
**Baptism & Adoption**  
**Certificates**

**For Official Use**

Date: (dd/mm/yy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Application Clerk: \_\_\_\_\_ Time: \_\_\_\_\_  
Cashier's Signature: \_\_\_\_\_  
Amt: \_\_\_\_\_ Time: \_\_\_\_\_ Receipt No. \_\_\_\_\_

**1. Applicant's Information**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Relationship to the subject:  Self  Mother  Father  Sister  Brother  Other \_\_\_\_\_  
Residential Address: \_\_\_\_\_ Employment Address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
NIC #: \_\_\_\_\_ Form of ID: Passport  National ID  Driver's Licence  ID#: \_\_\_\_\_  
Identification # (if ID used is not a Saint Lucia National ID card): \_\_\_\_\_  
Reason for applying for certificate: \_\_\_\_\_

**2. Subject's Information**

Contact #: \_\_\_\_\_ NIC # \_\_\_\_\_ Email Address: \_\_\_\_\_ Form of ID: (PP/ID/DL) ID#: \_\_\_\_\_  
Residential Address: \_\_\_\_\_ Employment Address: \_\_\_\_\_  
Surname: 

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First Name: 

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Middle Name(s): \_\_\_\_\_ Date of Birth (dd/mm/yy): \_\_\_/\_\_\_/\_\_\_ District of Birth: \_\_\_\_\_ Sex: (F/M): \_\_\_\_\_  
Mother's First Name: \_\_\_\_\_ Mother's Middle Name(s): \_\_\_\_\_ Mother's Surname: \_\_\_\_\_  
Mother's Alias: \_\_\_\_\_ Mother's Maiden Surname: \_\_\_\_\_ Mother's DOB: (dd/mm/yy): \_\_\_\_\_  
Father's First Name: \_\_\_\_\_ Father's Middle Name(s): \_\_\_\_\_ Father's Surname: \_\_\_\_\_  
Father's Alias: \_\_\_\_\_

**3. Certificate Information**

**Birth Certificate** - Certificate Cost: \$8.00 Regular/\$13.00 Expedited

Service Required:  Regular  Expedited

Number of Certificates: \_\_\_\_\_

District of Birth: \_\_\_\_\_ Year: \_\_\_\_\_ Page No.: \_\_\_\_\_ Record No.: \_\_\_\_\_

**Baptism Certificate** - Certificate Cost: \$8.00 Regular/\$13.00 Expedited

Service Required:  Regular  Expedited

Number of Certificates: \_\_\_\_\_

Parish/District/Denomination of Baptism: \_\_\_\_\_ Year: \_\_\_\_\_ Leaf No.: \_\_\_\_\_ Record No.: \_\_\_\_\_

**Adoption Certificate** - Certificate Cost: \$8.00 Regular/\$13.00 Expedited

Service Required:  Regular  Expedited

Number of Certificates: \_\_\_\_\_ Date of Adoption (dd/mm/yy): \_\_\_/\_\_\_/\_\_\_

**4. Signature of Applicant:** \_\_\_\_\_ Date: (dd/mm/yy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Received by: Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: (dd/mm/yy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Form of ID: (PP/ID/DL) ID#: \_\_\_\_\_

**For Official Use:**

**5. Signature of Issuing Officer at Collection:** Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: (dd/mm/yy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### **Explanatory Notes**

You must be at least 18 years of age to apply. Personal information collected on this form will be used to provide certified copies of civil status records, to verify the information provided, and for security purposes. It is an offence to willfully make a false statement on this form. Questions may be directed to: The Registrar, Civil Status Registry, Castries, Saint Lucia.

#### **1. Applicant's Information**

***This is information about yourself (the person completing the application form), and must be the same person who is submitting the form to the Civil Status Registry.***

- First Name, Surname - Enter your full first name and surname.
- Relationship to the Subject - Select the relationship between yourself and the person named on the certificate. If other relationship, then enter the type of relationship, for example, Guardian.
- Residential Address - Enter your address or the nearest local post office to where you live.
- Telephone Numbers - Enter full telephone numbers (include area code if phone is listed outside of St. Lucia).
- Email Address - Enter your email address.
- NIC #, Other form of ID - Enter your NIC number. If you do not have a NIC card, then enter another form of ID, such as Passport and the Passport number, or Driver's Licence and Driver's Licence number, if available. Your photo ID must be shown when submitting this application form.

#### **2. Subject's Information**

***This is information about the person who is named on the birth/baptism/adoption certificate, i.e. the person to whom the certificate belongs.***

- First Name, Surname - Enter the full first name and surname of the subject. If the person is (or was) married, enter the maiden name as the surname (this would apply if the applicant is a woman).
- NIC#/Contact Information - This section under subject's information applies where the subject and the applicant are not the same. Where the subject has a NIC number, this is to be included on the form along with contact details if applicable. A copy of the subject's identification must also be presented unless the subject is not the holder of any form of identification.
- Middle Name(s) - Enter all known middle names of the subject.
- Date of Birth - Enter the subject's date of birth in the format shown. For example if the person was born on 22<sup>nd</sup> of October 1979, then enter 22/10/1979.
- Place of Birth - Enter the place of birth if known. For example, "OKEU Hospital, Castries".
- Mother's Name - Enter the full legal name of the mother of the subject.
- Mother's Maiden Surname - If the mother is married, enter her maiden surname.
- Mother's Alias - Enter any known aliases of the mother, that is, any other names that the mother may be known as.
- Mother's Date of Birth - Enter the mother's date of birth in the format shown. For example, if she was born on the 22<sup>nd</sup> of October 1960, then enter 22/10/1960.
- Father's Name - Enter the full name of the father as listed on the certificate, if known.
- Father's Alias - Enter any known aliases of the father.

#### **3. Certificate Information**

***In this section select the type(s) of certificates you are applying for, as well as the number of copies of each type of certificate. If ordering an Adoption Certificate, include the date of adoption.***

#### **Note the following:**

Certificate costs are as listed. However, an additional amount will be charged if a detailed search for the record is required, or if the correct citation is not given, or if the application is made for an emergency certificate.

**Signature and Date:** By signing the form you authorize the Civil Status Registry to issue the requested information, and consent to the Government of Saint Lucia verifying the collected information from any other sources that may be necessary. Also, you are indicating that you are aware that it is an offence to willfully make a false statement on this form.