REGISTRATION OF BIRTH FOR A CHILD BORN IN SAINT LUCIA

A person shall, no later than six (6) months after the birth of a child, apply to register the birth of that child within the district of the child's birth.

Requirements for registration of a new birth within six (6) months of the birth:

1. Baptism Certificate of child, if baptised

2. Parents' Birth Certificates

3. Marriage Certificate (for mother, if married)

4. Birth Notification (Hospital Paper) from the hospital where child was born.

5. Valid government issued ID of parents (National ID, passport, driver's licence)

6. Health card

7. Completed registration form

8. If the mother was married to the child's father at the time of the birth, either parent may proceed to register the birth.

9. For insertion of the father's name on the birth record for a child born to an unwed mother; the following documents should be submitted:

- Affidavit of Mother
- Affidavit of Father

Note 1: Registration completed within the six (6) months of the child's birth is free of charge.

Note 2: Affidavits must be signed in person in the presence of a Justice of the Peace or Notary.
A **$20.00** stamp should be affixed to each Affidavit provided.

Note 3: For insertion of father's name, both parents need to appear at the CSR in person if they are not married.

Note 4: The District Registrar will issue a handwritten birth certificate free of charge at the initiation registration.

Note 5: A change of name by notarial instrument must be registered in the office of the Registrar and at the Registry of Deeds and Mortgages.

Note 6: If the birth is not registered within six (6) months as prescribed by law, an appointment is required with the Registrar of Civil Status.
(See Leaflet on Late Registration of Births for further details)

Note 7: For a non-national, passport should be presented

PLEASE NOTE: The information provided above is only meant to serve as a guide. Depending on Your case, you may be required to submit additional Supporting documents to have your application processed .

CONTACT INFORMATION FOR DISTRICT REGISTRARS

Name	District	Phone No.
ALPHONSE Nila	Laborie	454-5123
BRANFORD Andrew	Marchand	452-5966
BRETNEY Philomen	Gros Islet	450-0478 518-6131 584-8705
EDWIN Jerona	Desruisseaux	720-2486
District Registrar for Castries Main Office -Civil Status Registry	Castries La Clery Bexon Vieux Fort Dennery	468-7670 468-7017
LAWRENCE, Cosmus	Anse La Raye	518-4414 458-3523
MAXWELL Henrietta	Mon Repos & Micoud	454-4552
MITCHELL Imogene	Saltibus, Choiseul	459-3302
ST. CYR Patsy	Canaries	453-3231
ST.HILL Hermina	Soufriere	459-7560 712-0792
S**T.MARTHE** Alphea	Babonneau	718-6414

OFFENCES & PENALTIES

It is an offence to provide false information to the office(s) of the Registry of Civil Status.

Offences and penalties associated with giving any false information to the office of the Registrar of Civil Status (and District Registrars) , in the Civil Registration process including but not limited to: registration of births & deaths and rectification of vital records, can be found at Sections 28 and 29 of the Civil Status Act No. 9 of 2010 and the Civil Status (Amendment) Act No. 10 of 2014.

Prepared by:
Office of the Registrar
Civil Status Registry
Brazil Street, Castries
SAINT LUCIA
Telephone: 1785-468-7670/1758-468-7017
Email: civilstatusregistry@gmail.com
Opening hours: Mondays - Fridays
Applications: 8:00 a.m. to 1:00 p.m.
Collections: 8:00 a.m. to 2:00 p.m.

DEPARTMENT OF JUSTICE
CIVIL STATUS REGISTRY (CSR)



REGISTRATION OF BIRTHS

IN SAINT LUCIA