Please Note: That the information contained in this leaflet is only meant to serve as as guide. Depending on your case, you may be required to submit additional supporting documents.

Prepared by:
Office of the Registrar
Civil Status Registry
Brazil Street, Castries
SAINT LUCIA
Telephone: 1785-468-7017 / 1758-453-2485
Email: civilstatusregistry@gmail.com

Opening hours: Mondays - Fridays
Applications: 8:00 a.m. to 1:00 p.m.
Collections: 8:00 a.m. to 3:00 p.m

DEPARTMENT OF JUSTICE

CIVIL STATUS REGISTRY (CSR

UNMARRIED CERTIFICATE OR CERTIFICATE OF NON-IMPEDIMENT

In Saint Lucia

APPLYING FOR UNMARRIED CERTIFICATE OR CERTIFICATE OF NON-IMPEDIMENT

Requirements for applying:

IN PERSON APPLICATIONS

- Application form be to completed by the person requesting the certificate.
- Valid government issued ID (National ID, driver's licence, passport), if you are 18 years and older.
- Letter of authorization, if the certificate belongs to someone else.
- Affidavit/Statutory Declaration stating that the marital status of subject, the person in whose name the certificate will be prepared.
- Affidavit/Declaration must be attested to before a Notary Royal/Attorney.
- Affidavits originating from overseas must be accompanied by an Apostile or authenticated by a State Authority.
- A $20.00 stamp is required to process each Affidavit/Statutory Declaration.
- Marriage certificate(s), if divorced or previously married.
- Divorce Absolute (NOT Divorce Dissolution).
- Deed Poll, if a change of name was done, in instances where the name is different on ID and Birth Certificate.
- Death/Marriage certificate(s), if widower/ widow.

APPLICATION BY MAIL

- Applicants applying via post should enclose sufficient fees for return Postage or may may wish to use Pre-paid FEDEX packages.
- All applications should be mailed to:
  The Registrar
  Civil Status Registry
  Brazil Street, Castries
  SAINT LUCIA

Processing Fees, based on year of birth : ($EC)

- 1970 and prior $21.00
- 1971-1975 $18.00
- 1976-1980 $15.00
- 1981 –1985 $12.00
- 1986-1990 $9.00

- Applications are collected within 3 working days after date of payment

Note 1: If you are applying for a non-married certificate for someone else, you must submit a letter Of authorization from the owner along with his/her ID and your ID.

Note 2: To avoid unnecessary delays , complete all sections of the application form clearly, where applicable.

Note 3: If the information submitted is incomplete or incorrect, the certificate may not be issued.

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.**