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:
The 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)



APPLYING FOR CERTIFICATES (Birth, Baptism, Adoption, Marriage and Death)

IN SAINT LUCIA

APPLYING FOR BIRTH, BAPTISM, ADOPTION AND MARRIAGE CERTIFICATES

Requirements:

1. In person applications

- Application form to be completed by the person requesting the certificate.
- Valid government issued ID (National ID, driver's licence, passport), if the applicant is 18 years and older.
- Letter of authorization, if the certificate belongs to someone else.

Processing Fees:

$8.00 E.C.: Certificates processed within the regular time Frame can be collected after three working days which excludes the days on which the days on which the application was made.

$13.00 E.C.: An emergency certificate that was paid for before 11.00 a.m. can be collected within 15 – 30 minutes.

2. Applications from abroad (by mail, email)

- Application form to be 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.
- Applicants applying via post should enclose sufficient funds for return postage or may wish to use pre-paid FEDEX.

All applications should be mailed to:

The Registrar
Civil Status Registry,
Brazil Street, Castries
SAINT LUCIA

Processing Fees:

An International Postal Money Order or cash in the sum of:

- **US$5.00 or £4.00** (emergency certificates);
- **US$4.00** or **£3.00** (for normal processing) per certificate and;
- the estimated cost for postage which is **US$5.00** and **£3.00** payable to the Registrar of Civil Status.

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

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

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

Note 4: Submit a Change of Name/Deed Poll, if your name has been changed since registration. For a Deed Poll to be given effect, it must be registered at the Office of the Registrar and the Registry of Deeds and Mortgages for Saint Lucian nationals.

Note 5: If the certificate requested is for a deceased, submit the date of death and district in which the death was registered.

APPLYING FOR A DEATH CERTIFICATE

Requirements:

1. In person applications:

- Application form to be completed by the person requesting the certificate.
- Valid Government issued ID (National ID, driver's licence, passport), if the applicant is 18 years and older.

Processing Fees:

$5.00 E.C.: Certificates processed within the regular time frame can be collected after three working days which exclude s the days on which the days on which the application was made.

$8.00 E.C.: An emergency certificate that was Paid for before 11.00 a.m. can be collected within 15 – 30 minutes.

Collection of Birth/Adoption/Marriage/Death Certificates

Submit:

- The receipt of payment;
- Some form of valid government issued ID, for Both the subject and the applicant;
- Written authorization to collect, if the Birth/ Baptism/Adoption/Marriage certificate does not belong to you;