6. *…my father's name does not appear on the certificate and I would like to have it inserted?"*

Note that, in accordance with the law, it is only possible to insert a father's name on a Birth Certificate of a child born to an unwed mother by way of rectification if the child was born on or after January 1, 1974.

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) Your father's Birth and Baptism Certificate.
(d) Your mother's Birth and Baptism Certificate.
(e) Some form of valid ID that bears the correct spelling of your name.
(f) Some form of valid ID that bears the correct spelling of your parents name.
(g) Affidavit signed by (yourself) person whose record is amended.
(h) An Affidavit from your mother attesting that you are your father's child.
(i) An Affidavit from your father attesting that you are his child.

The CSR will provide you with the necessary Affidavits to be filled out and sworn before a Notary Royal or Justice of the Peace. Alternatively, you may wish to engage the services of an Attorney to have these Affidavits prepared.

Note: Parents to appear at CSR for interview for Nos. 6 And 7 .

7...someone other than my father has been recorded as my father and I would like to have my true father's name inserted on the certificate instead?"

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) An Affidavit signed by (yourself) the person whose record is being amended.
(d) An Affidavit from your mother setting out the particulars of the situation.
(e) An Affidavit from your true father attesting that you are his child.
(f) An Affadavit from the individual whose name was wrongly inserted on your Birth Certificate attesting that he was wrongly named as your father on your certificates.
(g) Some form of valid ID that bears the correct spelling of the parent's name.
(h) Affidavit stating that notice of rectification application was served on father listed on the birth certificate.
(i) Your true father's Birth and Baptism Certificate.
(j) Your mother's Birth and Baptism Certificate.
(k) DNA Analysis of true father and child.
(l) The Registrar of Civil Status may refer such an application at No. 7 to a High Court Judge for consideration.

8. All applications for rectification should be vetted by assigned officers at the Civil Status Registry before payment of fees, to avoid unnecessary delays.

PLEASE NOTE: The preceding section is only meant To serve as a guide. Depending on your case, you may be required to submit additional supporting documents to have your rectification processed.

Offences & Penalties

It is an offence to provide false information to the office(s) of the Registrar 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: 1785-468-7017 / 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

Registry of Civil Status

CHECKLIST

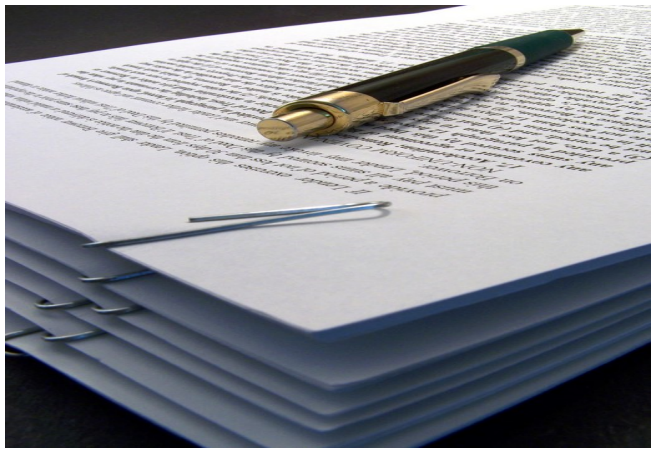
FOR

AMENDING

VITAL

RECORDS

(Rectification)



In Saint Lucia

CHECK LIST FOR AMENDING VITAL RECORDS

Forms:

1. **Application form:** Completed, signed and dated by applicant at Registry of Civil Status.

2. **Affidavit(s):**Completed by interviewer at Registry of Civil Status and signed in the presence of a Justice of the Peace and or an Attorney. An Affidavit from overseas must be accompanied by an Apostile or authenticated by a state authority and must be signed by the Subject (record holder).

3. **Authorization letter(s):** Where the subject is not present, authorization must be signed by the subject in the presence of a Justice of the Peace or an Attorney. Where the subject is a minor, the authorization letter must signed by the legal guardian or the mother and or father, if the father's name is inserted on the child's certificate.

Fees:

A fee of **E.C**. **$50.00** is payable for rectification and **E.C. $8.00** per copy of each certificate.

- Certified copy of Rectification order **E.C**. **$10.00**.
- Search fee for Rectification file **E.C. $10.00**.
- Any other document will each cost $5.00 including exhibits printed by the Registry of Civil Status.

Stamps to be affixed to documents:

Affidavit/Statutory Declaration: A **$20** stamp is required to be affixed to each document.

What should you bring to the interview?

- Birth Certificate (State official record)
- Baptismal Certificate
- Marriage Certificate (for ladies) if married in St. Lucia
- Parents records if listed on birth and or baptismal record
- Supporting documents as listed below
- - A picture form of valid government issued identification (National ID card, passport, driver's licence)
- - Authorization letter, if you are not the subject (as above)

Documents required based on errors or omissions which exists on your certificate:

1. …..*my birth-date is incorrect or incomplete?"*

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) The record of your birth from the hospital where you were born.
(d) If you were not born at a hospital; an Affidavit of date of birth of your mother or father, if either parent is listed on your birth Certificate, attesting to the birth date considered to be correct.
(e) Affidavit signed by (yourself) the person whose record is being amended.

Note: Date of birth on birth certificate is deemed the correct date of birth.

2. ***…my gender is incorrectly noted?"***

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) Some form of valid National ID that shows your gender.
(d) The record of your birth from the hospital where you were born.
(d) Parents' records.

3. …my name has not been entered on the certificate:"

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) If you do not have a Baptism Certificate, you may submit: An Affidavit from your mother or father if listed on your birth certificate, or an older sibling in attestation of the omission of your name and of the correct details to be entered.
(d) You must also submit some form of Valid National ID that bears your name. The submission of a health card for a minor (which clearly shows the child's full name) is acceptable.
(e) Parents records

4. *…my name has not been correctly spelt on the certificate?"*

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate (showing the correct spelling of your name).
(c) Some form of valid ID that bears the correct spelling of your name.
(d) Parents' records.
(e) Affidavit signed by (yourself) the person whose record is being amended.

5. ***…my father's/mother's name is incorrectly spelt?"***

Submit:

(a) Your Birth Certificate.
(b) Your Baptism Certificate.
(c) Your father's/mother's Birth or Baptism. certificate (with his/her correct name).
(d) Some form of valid ID that bears the correct spelling of your name.
(e) Affidavit signed by (yourself) the person whose record is being amended.