CONTACT INFORMATION FOR DISTRICT REGISTRARS

Name	District	Phone no.
ALPHONSE Nila	Laborie	454-5123
BRANFORD Andrew	Marchand	452-5966 720-2486
BRETNEY Philomen	Gros Islet	450-0478 518-6131 584-8705
EDWIN Jerona	Desruisseaux	455-4313
HOWELL Elaine	Bexon	453-6873
JAWAHIR Myrtle **Asst. District Registrars:** **Wilson**, Daina **Alcindor**, Kathleen	Castries (Main Civil Status Registry) La Clery Dennery Vieux Fort	453-6791 453-2485 724-1421 724-1421
LAWRENCE, Cosmas	Anse La Raye	518-4414 458-3523
MATHURIN Josephine L.	La Ressource	453-3321 712-6363 718-7330
MAXWELL Henrietta	Micoud	453-6791
MITCHELL Imogene	Saltibus, Choiseul	459-3302
SERIEUX Emma	Mon Repos	455-3681
ST. CYR Patsy	Canaries	453-3231
ST.HILL Hermina	Soufriere	459-7560 712-0792
ST.MARTHE Alphea	Babonneau	718-6414

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.

PLEASE NOTE: The information contained in this leaflet 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 .

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)



LATE REGISTRATION OF BIRTHS

IN SAINT LUCIA

Civil Status Act. No.9 of 2010 Section 10 Late Registration process to be used for a child born in Saint Lucia whose birth has not been registered within. 6 months of birth.

Requirements for Late Registration of Births

(A) FORMS:

1. Application form to be completed and signed by the applicant.

2. Affidavits to be completed before Notary/Attorney.

FEE:

3. A fee of **$10.00**E.C. is payable for each application.

STAMPS:

4. A $20.00 stamp is required to process each Affidavit/Statutory Declaration (stamp to be Affixed to documents)

What should you bring to the interview at the CSR?

1. Baptism Certificate of subject, if baptized

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 issues 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.

(B) LATE REGISTRATION WITH BIRTH NOTIFICATION (HOSPITAL PAPER)

Submit:

1. Birth Notification (Hospital Paper)
To be obtained from the hospital where child was born, affixed with signature of hospital official and hospital stamp or seal.

2. Affidavit: To be completed and signed by the Mother/Legal Guardian in the presence of a Justice of the Peace (J. P.)/Notary Royal. Affidavit form to be obtained from the National Printery.

3. Birth Certificate of mother.

4. Baptism Certificate of subject, if baptized.

5. Health Card or letter from school first attended.

6. One (1) passport size photo of child; signed before a J.P./Notary Royal only if the child has no form of picture Identification.

7. Valid government issued ID of mother/legal guardian.

8. Copy of Death Certificate, if mother is deceased.

9. Birth Certificate(s) /date of birth of child/children born before and or after birth to be registered.

No.10 to 12 apply only if parents are married and the child was born after Marriage

10. Marriage Certificate of parents

11. Birth Certificate of father

12. Picture identification of father

(C) LATE REGISTRATION WITHOUT BIRTH NOTIFICATION (WITHOUT HOSPITAL PAPER)

Submit:

1. Nos. 2 to 12 under section (B).

2. Three (3) Statutory Declarations by:

(a) Subject's mother/legal guardian stating the reason(s) for non-registration and

(b) (i) Two (2) close relatives present at the birth (e.g. mid-wife, aunt, grand mother or

(ii) A close relative giving details of the birth and a prominent person in the district where subject was born (e.g. teacher, priest, doctor).

3. Picture identification (I.D.) for each Deponent

4. 3 $20.00 stamps are required for processing each Statutory Declaration

Note 1: Affidavits/Statutory Declaration must be attested to in the presence of a Notary/Attorney.

Note 2: All deponents to appear before the Registra*r* of Civil Status to be Interviewed.

Note 3: Statutory Declaration from deponent(s) To include particulars of birth and reason(s) for note registering the birth.

Note 4: "Subject" refers to the person who is named on the certificate or who is being registered.