



## **St. Vincent and the Grenadines Passport Department** **Fees and Guidance (March 2014)**

### **PLEASE READ ALL FOUR (4) PAGES**

The following persons may apply for a St Vincent and the Grenadines' passport:

- **who were born in St Vincent and the Grenadines (SVG)**
- **whose parents were born in SVG**
- **who have registered as citizens of SVG**

Non-Nationals who are married to any of the above must first register for citizenship prior to applying for a Vincentian passport. See Non-Nationals section on our website for relevant information and guidance.

For security all passports are issued centrally in Kingstown, St. Vincent and the Grenadines (SVG). Since March 4, 2014 SVG commenced issue of a biometric secure 10 year passport. Persons not resident in SVG should apply through their nearest Diplomatic Mission. In the case of individuals resident in the UK and the rest of Europe, applications should be submitted through the High Commission for St. Vincent and the Grenadines in London.

Please note that applications for first time passports and replacements for lost/stolen/damaged passports must be made in person. Please contact the Counsellor on either **Tel: +44 (0)20 7460 2588** or **E-mail: [info@svghighcom.co.uk](mailto:info@svghighcom.co.uk)** to arrange an appointment and discuss what additional documentation you must bring to your appointment.

**When sending important documents by post please use 'Special Delivery' not 'Recorded Delivery'.**

### **Passport Fees**

The following fees are non-refundable and must accompany each application for a passport:

- **New Passport (Adult) - £75.00** (processing time from receipt of all required documents 4 -8 weeks for renewals and approximately 6 months to one year plus for first issue passports).
- **New Passport (Child under 16) - £40.00** (processing time from receipt of all required documents 4 -8 weeks for renewals and approximately 6 months plus for first issue passports).
- **Replacement Passport** (for passports which are lost/stolen/damaged) - **£110.00 plus the relevant fee above (adult or child) for a new passport** (processing and issue of passports which have been reported lost/stolen/damaged must be made in person and may be delayed for 12 months or longer).
- **Early Issue Passport** (for passports with more than 6 months remaining - **£110.00**).

- **Amendments to Passport** (all original documents need to be submitted) - **£15.00**

**All applications should be submitted with the following fees:**

- Relevant application fee above:
- Adult application: £10
- Child (under 16) application: £7
- Secure international postage to and from St. Vincent and the Grenadines: £ 25.00. Persons resident outside the UK should telephone the Mission as there may be an additional charge.

**Emergency Travel Documents** - application should be made in person. Please call for further information. £25.00 each way plus the application fee. Persons applying for emergency travel documents will not be issued the document until they have also submitted an application and pay the relevant fees for a new or replacement passport.

**Methods of Payment:**

1. Cash - the applicant attends the Mission in person
2. Postal Order/Bank Draft/International Money Order in British Pounds Sterling only. Made payable to: High Commission for Saint Vincent and the Grenadines
3. International transfer (applications must be accompanied by proof of transfer)  
Barclays Bank PLC  
Kensington and Chelsea  
IBAN - GB95 BARC 2047 3430 8306 74  
SWIFBIC - BARCGB22  
Please use name of applicant as reference

**Professionals authorised to certify Vincentian passport application forms (2014)**

- Barrister
- Commissioner of Oaths
- Notary Public
- General Practitioner
- Optician
- Dentist
- Minister of a recognised religion
- Member of Parliament
- Commissioned Officers and Warrant Officers of the Armed Services
- Senior Police Officer (Superintendent and up)
- Solicitor

\*Please be advised that all Caribbean documents which are submitted to support Vincentian passport applications must be the newer versions of the certificates. Previously persons who applied from outside St Vincent and Grenadines for passports were permitted to submit older versions of such documents. The Passport Office no longer accepts the old style certificates and applicants must obtain the appropriate version of the certificate before submitting their application. For details on how to obtain the latest version of a certificate please contact the relevant High Commission or Embassy.

**IMPORTANT NOTICE**

Chief Immigration Officer has advised:

- The provided list of documents required to support the application is not exclusive and the Passport Office reserves the right to request additional supporting documentation.
- Vincentian passports should not be transmitted via post. The loss of any Vincentian Passports in the post will be the responsibility of the person to whom the passport was issued.

- All passport applications must be accompanied by original supporting documents (e.g. birth certificates, marriage certificates and not photocopies).
- Persons applying for emergency travel documents will not be issued the document until they have also submitted an application and pay the relevant fees for a new or replacement passport.
- Passports should be collected from the Mission in person.
- Ensure you complete every section of the application that applies to you. Incomplete applications will be returned.
- Section 3 of the application form should be completed by persons not born in SVG.
- Fees are subject to change.

## **CHECKLIST**

### **ADULTS**

- Original supporting documents only (no photocopies)
- The relevant documents as specified in section 4 of the notes on the application form
- Your previous passport
- Your marriage certificate/s and decree absolute (if applicable)
- All documents not issued in either SVG or the UK must be certified by the relevant High Commission or Embassy
- Dual Nationals should submit their current foreign passport and photographic UK driving license

### **Other**

- Three (3) identical high resolution studio quality photographs (see Passport Photograph Requirements below), one which must be signed by the recommender named in section 9.
- If an official stamp is not available, a letter on the recommender's official headed paper confirming certification at section 9 (see point 2 of the application form)
- Signed application
- Fee for passport and other non-refundable fees (do not send cash and personal cheques are not accepted)

### **CHILDREN**

- Original supporting documents only (no photocopies)
- The relevant documents as specified in section 5 of the notes on the application form
- Your previous passport
- All documents not issued in either SVG or the UK must be certified by the relevant High Commission or Embassy
- Written consent of legal guardians (and court order if applicable)
- Dual Nationals should submit their current foreign passport

### **Other**

- Three (3) identical high resolution studio quality photographs (see Passport Photograph Requirements below), one which must be signed by the recommender named in section 6.
- If an official stamp is not available, a letter on the recommender's official headed paper confirming certification at section 6 (see point 2 of the application form)
- Fee for passport and other non-refundable fees (do not send cash and personal cheques are not accepted)

Passport application may be presented in person at the High Commission in London for onward transmission to St. Vincent and the Grenadines Tuesday to Thursday 11h00 -12h00 and 15h00 – 16h00.

**PLEASE MAKE AN APPOINTMENT BEFORE YOU VISIT**

### **Passport Photograph Requirements**

All applications should be accompanied by three (3) high resolution photographs of suitable quality. For requirements please see details below. Note that unsuitable photographs will be returned and will delay the application process.

#### **Acceptable photographs:**

- Size: 45mm x 35mm (face must occupy 70-80% of total area)
- Full frontal of head, centred on the face. Both eyes must be open
- High-resolution image taken by a commercial studio
- True colour representation of the applicant
- Proper illumination that does not create glare, hot spots and minimizes shadows
- Facial features are highly visible with good contrast
- Prescription glasses should not obscure the eyes
- Religious and/or cultural head covering should not obscure any part of the face (including eyes, nose, mouth and chin)
- Applicant should have a neutral expression with the mouth closed
- Portrait must have been taken in the past 12 months
- Plain solid white background (no visible objects and/or patterns) – (Solid pale grey, light blue, beige or light brown are also acceptable)
- Applicant's clothing should be a neutral colour

#### **Unacceptable photographs:**

- Over or under exposed photographs
- Black and white photographs
- Objects or features (other than the face) which are visible in the background
- Patterned, textured and/or dark background
- Face not fully visible or too small
- Hats, sunglasses and/or other objects which obscure the face
- Poses where the applicant is looking away from the camera
- Poses where the applicant's head is not facing the camera straight on
- Photographs submitted on paper and/or photocopies
- Altered and/or 'touched up' portraits
- Applicant's clothing is of a similar colour to the background