



Embassy of Saint Lucia in the Republic of China, Taiwan  
6th Floor, No.9, Lane 62, Tianmu West Rd., Taipei 11157  
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## Passport Renewal Instructions for Citizens by Investment (CIP) Applicants

The Embassy collects passports on the 15th of each month and the shipment fee is shared among the total number of applicants. However, if you are in need to renew it urgently, you can still submit your application and pay the full FedEx fee (USD100) which covers the cost to and from Saint Lucia.

Please note that there is currently a delay in passports being processed in Saint Lucia which is affecting its Embassies globally. It used to take 30 days before the passport is returned, but with the delay, the time will be longer. We cannot accurately say how long it will take.

### **RENEWAL INSTRUCTIONS:**

Submit scanned copies of the following to [bernise.springer@sluembassy.tw](mailto:bernise.springer@sluembassy.tw):

1. Completed and signed the [E-passport Application Form](#)
2. The bio-page of the expired or near-expired passport (less than six months).
3. Original Birth Certificate
4. A copy of your local ID card in your country of current residence

### **PROCEDURE**

Once the scanned documents have been verified, you will be asked to schedule an appointment. If you reside in Taiwan, this appointment must be done in person. If you reside outside of Taiwan, then an online appointment will be made available. The following original documents must be presented in person or by registered mail if you live outside of Taiwan:

1. Near/expired passport (it will be returned to you with your new passport);
2. Completed and signed application form (please ensure that all information is clearly written. No errors are to be made);
3. Original Birth certificate (it will be returned to you with your new passport); and
4. Two identical passport photos (2"x2", white background; no smiling, hats, glare off eye-glasses, or hair covering forehead)

Further instructions on how to complete the passport application form as well as further information on the required documentation can be found [here](#).

**PAYMENT (Bank Draft 匯票)**

- Regular renewal- USD135
- Expedited renewal - USD150
- Replacement (if lost or stolen) - USD170

All applicants are now asked to obtain a physical bank draft 匯票 Huìpiào from the bank in that they currently hold an account. The bank draft must be included in your application package.

The bank draft should be made payable to:

Accountant General  
Ministry of Finance  
Old Government Buildings  
Laborie Street,  
Castries, Saint Lucia

Postage (FedEx) fee - USD100\*\* (via wire transfer to the Embassy)

\*\*As previously mentioned, when the Embassy ships more than one passport together, the postage fee is shared among the total number of persons who have submitted passport renewal applications. The shipping cost per person will be determined at least two days before the application deadline.

**PROCESSING TIME**

As a reminder, we are currently experiencing major delays due to the present backlog of passports at the Immigration Department in Saint Lucia.

**General Note:** If your passport will NOT expire within 6 months, you do not need to apply at this time.

Please reference the [E-Passport Guide Application Guide](#) for more information on how to complete for E-passport form and prepare your application for submission to the Embassy of Saint Lucia.