



Embassy of Saint Lucia in the Republic of China (Taiwan)

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FREQUENTLY ASKED QUESTIONS (FAQ)

Passports

1. How soon should I apply to renew my passport?

Passports are to be renewed within 6 months prior to the date of expiry.

Please refer to our website for more information on how to apply.

<https://www.sluembassy.tw/consular-services>

2. My passport has less than 6 months before it expires. Can I still travel abroad?

For international travel, passports generally must have at least 6 months validity in order to be accepted by global ports of entry and transit.

3. I've lost my passport. What do I do?

A police record is required to be submitted along with the standard required documents. If the record is in another language other than English, a notarized English translation of the report is required. Please note that the processing fee would be for a replacement, not a renewal.

4. My passport has been damaged but it has more than 6 months validity on it. What do I do?

Damaged passports would not be accepted by most global ports of entry. Hence, you must apply for a replacement passport. Please include a letter stating the reason for applying for the replacement. Relevant fees for the replacement passport apply.

5. When is the deadline for the batch collection of passports?

The deadline for the batch collection of passports is the **15th of each month**. In the event that the 15th falls during the weekend, applications are to be received the previous workday for the latest. Once the deadline has passed, applicants will be informed of the shared cost of shipping and will be provided with the information for the account where the passport fees can be transferred.

6. I am having difficulty obtaining a bank draft. What can I do?

A relative in Saint Lucia can issue payment to the Cashier Section in the Immigration Office on your behalf. Kindly allow 3-5 business days after the passports have been sent out from the Embassy to inform your relative to proceed with payment. The Embassy does not accept any bank transfer of the passport processing fees.

7. I live outside of Taiwan, but within the Asia-Pacific region. I want to renew my passport but do not know how it will be returned to me. What do I do?

Kindly include a prepaid envelope to cover the shipment of your renewed passport from the Embassy of Saint Lucia to your preferred address. If it is not possible, the Embassy will arrange a DHL international shipment which will be an additional cost to you. We cannot determine the cost upfront until the package is weighed at the DHL collection center when it is getting ready to be shipped to you.

8. In the passport renewal instructions, it states that an interview will be arranged for applicants to verify my identity. I live far from the Embassy/live outside of Taiwan. What should I do?

Once your physical application has been received by the Embassy an online interview will be arranged. Details about the date and time of the interview will be sent to you via email.

9. I need to renew my passport urgently. How can I expedite the process?

In addition to including a bank draft with the expedited cost for the processing of the passport, an applicant can pay the full FEDEX shipping fee of 3500NT (approximately 110USD) via bank transfer. Once paid, your passport will be sent to Saint Lucia separately.

10. I am a CIP passport holder. What documents do I need?

In addition to the standard required documents for regular Saint Lucian passport holders, CIP passport holders must submit a copy of the "Registration Certificate" received from the Government of Saint Lucia at the time that citizenship was granted.

11. What is the general processing time for passport renewals?

The Embassy of Saint Lucia does not process and print passports inhouse. Hence, the processing time depends on the Immigration Department in Saint Lucia and the number of applications that it receives and processes from Saint Lucia's embassies and consulates abroad. On average, it will take approximately a month for the passports to be renewed. This time frame includes shipping to and from the Embassy of Saint Lucia in Taiwan. Delays, however, do occur. As a result, the Embassy cannot guarantee that renewed passports will be received within the estimated one-month time frame. You will be informed via email once the renewed passports and application documents have been delivered to the Embassy.

Additional shipping time and charges will apply for applicants who reside in other countries in the Asia-Pacific.

Visas

12. Do I need a visa to travel to Saint Lucia? If so, how do I apply?

Kindly see the following link for further information on whether you and your colleagues would need visas to enter Saint Lucia. The information can be found in the documented titled "Visa Requirements for International Travel". The visa form can also be accessed using the same link.

<https://www.sluembassy.tw/consular-services>

As the Embassy of Saint Lucia in Taiwan does not issue visas, you would need to contact the Immigration Department in Saint Lucia via immigrationslu@gmail.com or visaoffice@police.gov.lc to be provided with the relevant travel documentation.

Getting Married in Taiwan

13. I am a Saint Lucian hoping to be married in Taiwan. What documentation do I need?

A certificate of Unmarried Status is required if one wishes to be married in Taiwan or abroad. Such certificates are to be obtained through the Registry of Civil Status in Saint Lucia. This process is not facilitated by the Embassy of

Saint Lucia; hence Saint Lucian applicants are to submit the required documents to the Registry in Saint Lucia on their own or through a relative. However, the Registry will require that a Declaration of Singlehood be completed and witnessed by the Ambassador or Consular Affairs officer on duty at the Embassy. Kindly send an email to info@sluembassy.tw to present your request and schedule an appointment. This is done at no cost to the applicant. Please also bring along with you your passport and Saint Lucian ID card so that certified copies can be made.

Notarization and Authentication

14. I just graduated from a university in Taiwan. Do I need to have my diploma and transcripts notarized and authenticated?

Yes. Please see the following link to understand the process of notarizing and authenticating your transcripts locally first through the District Courts / Notary Public and then through the Bureau of Consular Affairs.

<https://oia.ntut.edu.tw/p/412-1032-13810.php?Lang=en>

Once this process has been completed, kindly arrange an appointment to submit the notarized diploma and transcripts to the Embassy so that certified true copies of them can be made and returned to you. This is done at no cost to the applicant.

15. I need to make certified copies of my Passport/Saint Lucian Personal identity documents. Can this be done at the Embassy?

Yes. Kindly send an email to info@sluembassy.tw to present your request and schedule an appointment. This is done at no cost to the applicant.