



EMBASSY OF SAINT LUCIA  
TO THE REPUBLIC OF CHINA (TAIWAN)

# E-PASSPORT APPLICATION GUIDE (JAN. 2024)

## Documents to be scanned and emailed to the Embassy

- Completed and signed e-Passport Application form
- Bio-page of current passport
- Saint Lucian National ID / NIC Document
- Birth Certificate
- Marriage Certificate (if applicable)
- Naturalization/ \*Certificate of Registration Document (if applicable)

**\* The Certificate of Registration Document is required for Citizen by Investment (CIP) passport holders.**

## Documents to be submitted to the Embassy

- Completed and signed e-Passport Application form
- Expired Passport\*
- Birth Certificate\*
- Marriage Certificate (if applicable)\*
- Naturalization/ Certificate of Registration Document (if applicable)\*
- Passport photos (one of which should be stuck to the form)

**\* Only originals are to be submitted. They will be returned to you along with the new passport**

## 1. APPLICATION DETAILS

### Application Reason:

Indicate whether you are seeking a "New (first-time)", "Renewal", or "Replacement" by circling the appropriate option.

### Submitted by:

As you are the principal applicant, please circle "Applicant"

### Application Location and e-Passport Pickup

#### location:


Taipei

## 2. SUBMITTER

If someone else will be **submitting** your passport to either the Embassy or to the Immigration Department in Saint Lucia, complete this section.

## 3. PROXY

If someone else will be **collecting** your passport either from the Embassy or the Immigration Department in Saint Lucia, complete this section.



**SAINT LUCIA**  
Application for ePassport

SIGNATURE BOX

NO DIGITAL SIGNATURES  
ACCEPTED

PHOTO  
AREA  
  
AFFIX ONE 2"X2"  
PHOTO HERE

Sign within borders  
(Use dark blue or black ink)

<b>IMPORTANT:</b>	<ul style="list-style-type: none"> <li>Section 2 is for Submitters (on behalf of the Applicant).</li> <li>Section 3 is for Proxies (on behalf of the Applicant).</li> <li>Section 13 is for Recommenders (not the Applicant).</li> </ul>	DO NOT SUBMIT INSTRUCTIONS WITH YOUR APPLICATION!			
<b>1) APPLICATION DETAILS</b>					
Document Type:	ePassport	ePassport Type: <i>FOR OFFICE USE ONLY</i>	Regular	Diplomatic	Official
Application Reason:	New (first-time)	Renewal	Processing Time: <i>FOR OFFICE USE ONLY</i>		Regular
	Replacement (	lost	stolen	damaged	name change )
Submitted by:	Applicant	Proxy	Agent	Ministry of External Affairs	
Application Location:					
Passport Pickup Location:					
<b>2) SUBMITTER (who will submit the application on behalf of the Applicant)</b>					
Submitter Surname:	Submitter Given Name(s):				
			Signature		
ID Type:	ID No.:				
			Date (DD-MM-YYYY)		
<b>3) PROXY (who will pick up the Passport on behalf of the Applicant)</b>					
Proxy Surname:	Proxy Given Name(s):		National Insurance Number:		
Address:					
Email:					
Phone No.:	Relationship to Applicant:				

4) PERSONAL INFORMATION									
Surname:			Maiden Surname:			Given Name(s):			
Title:	Mr.	Mrs.	Miss	Date of Birth: (DD-MM-YYYY)		Original name/Aliases/Nicknames:			
	Other: _____								
Sex:	M	F	City of Birth:		Country of Birth:				
Eye Colour:			Hair Colour:			Height:	(metres)		
Visible identification marks (in detail):									
Profession/Occupation/Designation:									
National Insurance Number (for adults only):									



Complete **Section 4 and 5** in their **entirety** using legible, block handwriting. **No white-out, crossed out letters and/or words will be accepted.**

5) CONTACT INFORMATION									
Local Phone No.:			Overseas Phone No.:						
Email:									
<b>CURRENT ADDRESS</b>					<b>PERMANENT ADDRESS</b> <i>Same as current address</i>				
Street/Village:					Street/Village:				
P.O. Box:					P.O. Box:				
City:					City:				
District:					State/District:				
Zip/Postal Code:					Zip/Postal Code:				
Country:					Country:				
6) CITIZENSHIP									
Citizenship:	Birth	Descent	Adoption	Registration	Naturalization	Investment (CIP)			
Certificate No.:			Place of Issue:			Date of Issue: (DD-MM-YYYY)			
Consulate of Citizenship by 'Registration':									



Write your **FULL CURRENT address** and **FULL permanent address.**



If you are a **citizen of Saint Lucia by birth**, circle "**Birth**" where prompted. The Certificate number is only required if you are a citizen by **Registration, Naturalization, Investment, Adoption** or **Descent**. If you were born in Saint Lucia, include your "Birth in the District of" certificate with your application as Baptismal certificates are not accepted. If you selected otherwise, include the relevant documentation based on your citizenship status.



## 7. NATIONALITY

If you are a diplomat/official, complete Section 7.

## 8. SPOUSE DETAILS

Complete (if applicable)

## 9. EMERGENCY CONTACT

Complete in entirety

## 10. APPLICANTS BORN ABROAD

This is only applicable to those who are a Saint Lucian by descent and were born outside of Saint Lucia.

7) NATIONALITY (only for Diplomatic/Official applicants)						
Nationality:						
Document Type:	Document No.:	Place of Issue:	Document Issue Date: (DD-MM-YYYY)	Document Expiry Date: (DD-MM-YYYY)		
8) SPOUSE DETAILS						
Marital Status:	Single	Married	Divorced	Widow(er)		
Spouse's Surname:	Spouse's Given Name(s):		Place of Marriage:	Date of Marriage: (DD-MM-YYYY)		
Spouse's Date of Birth: (DD-MM-YYYY)	Spouse's Nationality:		Spouse's Place of Birth:			
9) EMERGENCY CONTACT PERSON						
Contact Surname:	Contact Given Name(s):					
Address:						
Email:	Phone No.:					
Relationship to Applicant:						
10) APPLICANTS BORN ABROAD: PARENT/LEGAL GUARDIAN INFORMATION						
Father	Parent/Legal Guardian Surname:	Parent/Legal Guardian Given Name(s):	Date of Birth: (DD-MM-YYYY)			
Mother						
Legal Guardian						
Parent/Legal Guardian Citizenship:	Birth (CIP)	Descent	Adoption	Registration	Naturalization	Investment
Place of Birth:	Certificate No.:	Place of Issue:		Date of Issue: (DD-MM-YYYY)		
Consulate of Citizenship by 'Registration':						

11) LOST, STOLEN, or DAMAGED PASSPORT (if applicable)			
Passport No.: (if known)	Date of Loss: (DD-MM-YYYY)	Place of Loss:	Country of Loss:
Police Station/Saint Lucian High Commission/Consulate/Immigration Office:	Case Report No.:	Report Date: (DD-MM-YYYY)	
Comments:			
I certify that the above particulars are correct and undertake in the event of the passport coming again into my possession to return it to the Saint Lucia Passport Office or to a Saint Lucia High Commission.		Signature	Date (DD-MM-YYYY)
12) DECLARATION			
Parent/Legal Guardian of a child under 18 years of age:			
This is to certify that I am the Parent or Legal Guardian of the child. I hereby give my consent to the Saint Lucia Passport Office to issue him/her a passport.			
Relationship to Child:	Father	Mother	Legal Guardian
Parent/Legal Guardian Surname:	Parent/Legal Guardian Given Name(s):		Signature
ID Type:	ID No.:	Date (DD-MM-YYYY)	
I, the Applicant (if 18 years of age or over), or Parent/Legal Guardian of the Applicant (if under 18 years of age) certifies that (check all that apply):			
<u>NOTE:</u> If you have had a passport that has been lost or stolen, do not check boxes C and D, and ensure to complete Section 11 of this form.			
A – I declare that the information provided in this application is correct to the best of my knowledge and belief.			
B – That I have not lost the status of Citizen of Saint Lucia.			
C – That I have not previously held or applied for any Saint Lucian passport whatsoever.			
D – That all previous passports granted to me (or the child) have been surrendered, other than passport no.: _____, which is now attached, and that I have made no other application for a passport since the attached passport was issued to me.			
Signature		Date (DD-MM-YYYY)	

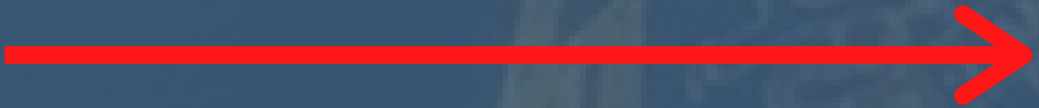
**Applicants with damaged passports or applicants who are unable to surrender their most recently issued passports** must also include the following when submitting their passport applications in person to the Embassy:

- **Statement of Witness Form** (Must be notarized)
- **Complete, sign and date Section 8** of the passport application form
- **Make an appointment for an interview at the Embassy and appear in person.**

In the case of **lost/stolen passports**, a **police report** is to be made and submitted (once filed) in addition to the three aforementioned points.

**Tick A through D, sign and date.** If your passport **was NOT lost or stolen**, then you can tick C and D.


Section 13 is to **ONLY** be completed by the Ambassador or Chargé d'affaires.



13) RECOMMENDER <i>(who will be the Recommender for the Applicant)</i>			
Recommender Surname:		Recommender Given Name(s):	
Address:			
Phone No.:		Email:	
Profession:		Years have known the <b>Applicant</b> :	
<i>I declare that the applicant has been known personally to me for the years specified above, and to the best of my knowledge of him/her, I believe the facts stated in this application form are correct, and that he/she is a fit and proper person to receive a Saint Lucian passport.</i>			
_____ Signature		_____ Date (DD-MM-YYYY)	

# NIC Document

## National ID Card



**NATIONAL INSURANCE CORPORATION**

Date: 04-MAR-2020


Please be informed that the following applies to:

(Name of person): \_\_\_\_\_

**NIC Number** : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Please be guided accordingly,

  
Customer Services Supervisor  
National Insurance Corporation

**The Director of National Insurance Corporation**  
Castries, Saint Lucia  
Stamp

Head Office: Francis Compton Building, Waterfront, Castries, St. Lucia. Tel: (758) 452-2808 Fax: (758) 451-9892  
Sub. Offices: Sir Antoine Ludovic Theodore Building, Cnr. Hospital Road and Theodore Street, Vieux-Fort. Tel: (758) 454-6758 Fax: (758) 454-5001  
Sir Darnley Alexander Building, Bay Street, Soufriere. Tel: (758) 459-7241 Fax: (758) 459-5434  
Website: www.stlucianic.org E-mail: slu-nic@stlucianic.org

Please submit a digital copy of the front and back of your ID card.

\*If you neither have a Saint Lucian ID card nor an NIC document, please email a **scanned copy of the bio-page of your current passport** and **submit (either in person or by registered mail) a signed NIC application form (original)** to the Embassy. We will apply for the document on your behalf and will send you a digital copy of the document upon receipt.





## Photo Requirements



- Photograph size: **2"x 2" (square)**

- Photographs **must be recent (no more than three (3) months old)**

- Photographs must be taken with the **full face** and **ears clearly visible** against a **white background**. Hair must **NOT** cover ears and forehead. Hats and glasses are **not allowed**.

- Photographs with **tank tops, vests, halter tops, camouflage tops, etc. will not be accepted.**

## ePASSPORT PROCESSING FEE

\*Applicants must obtain a physical bank draft ( 匯票 ) from the bank where they currently hold an account, You may ask a friend who does to assist. The bank draft must be made payable in US dollars. **US\$135.00 (regular renewal); US\$150 (expedited); US\$170 (replacement if original passport is lost or stolen).**

**For Taiwan Residents:** Depending on whether your ARC has less than 1 year before it expires, or more than 1 year before it expires, the service code for the bank draft transaction will be different. It would either be **Code 401 (ARC with less than 1 year left before expiration)**, or **Code 19F (ARCs with more than 1 year left before expiration)**.

You must present your ARC when you go to the bank for verification purposes and walk with at least 500nt to cover processing fees. The bank draft should be made payable to:

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

\*Alternatively you can have a relative in Saint Lucia pay the processing fee directly on your behalf.





Example of a bank draft. Please ensure that "**Accountant General**" not "Ministry of Finance" is written on the actual bank draft.

## FEDEX SHIPPING FEE

**Batch shipment:** The shipment fee to and from Saint Lucia is 3500nt. It will be shared among the total number of applicants who submit their passport applications by the 15th of each month. Hence, if 3 applicants submit their physical applications, each is to pay 1000nt.

**Individual shipment:** You can opt to ship your passport individually, but you will be responsible for covering the full shipment cost of 3500NT.

**Payment of the courier fee can be made via wire transfer to the Embassy. The account details will be provided by the consular officer on the day that the physical applications are due. If you reside outside of Taiwan and need to have your passport sent to you, please note that there will be an additional shipping charge that will be incurred.**



**For more information, email:**  
[embslutwconsular@gmail.com](mailto:embslutwconsular@gmail.com)





“The continued exclusion of Taiwan from the WHO seriously compromises the Organization's overall disease prevention efforts, undermines the interests of its members, and endangers global health. Taiwan's medical services and universal health care system are among the best, making Taiwan an ideal model for many WHO member states. Taiwan's exceptional response to and containment of COVID-19 has also been lauded by the international community.”

**Honorable Sarah Flood-Beaubrun**  
Saint Lucia's Minister for External Affairs

“As ICAO works to address emerging challenges in the management of new aircraft types, the projected doubling of global flight volumes by 2030, carbon emissions, cybersecurity, and other fields, it will be necessary to have comprehensive reference data as well as input from all stakeholders worldwide. By including all active members of the international aviation community in these efforts, we can ensure a higher quality standard-setting process that better promotes implementation of regulations on aviation safety and sustainable development.”

- **Honorable Guy Joseph**

Minister for Economic Development, Housing, Urban Renewal, Transport and Civil Aviation







**MORE SAINT LUCIAN  
NATIONALS ON CRUISE  
SHIPS COMING HOME**



**BL+CK**