



St Vincent and the Grenadines Passport Department
Current Charges / Supplementary Information
As of March 04, 2014

PLEASE READ ALL 4 PAGES

To improve security all Vincentian passport applications are now approved and processed centrally in Kingstown, Saint Vincent and the Grenadines (SVG). You may however submit your application through the SVG High Commission for onward transmission to Saint Vincent and the Grenadines.

Please ensure that **all** requested documentation accompany your application.

PASSPORT FEES - The following fees are non refundable and must accompany each application for a Vincentian 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+ for first issue passports).
- **New Passport (Child under 16) - £40.00** (processing time from receipt of all required documents 4 - 8 weeks renewals and approximately 6 months+ for first issue passports).
- **Replacement Passport** (for passports which are lost/stolen/damaged) - **£110.00 plus the fee 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 up to twelve (12) months).
- **Amendments to Passport** (all original documents need to be submitted) - **£15.00**.

Please note that applications for first time passports and replacements for lost/stolen/damaged passports must be made in person. Please contact the SVG High Commission in London on: 020 7460 2588 to arrange an appointment and discuss what additional documentation, you must bring with you to your appointment.

In addition, **all** applications should be submitted with the following **fees**: **Passport Application (Adult) - £10.00** and/or **Passport Application (Child) - £7.00** as well as for **Secure International Courier for security to and from Saint Vincent and the Grenadines - £25.00**. Persons resident outside the UK should telephone the Mission since there may be an additional charge.

Emergency Travel Documents - application should be made in person and please call for further information) -**£25.00 each way**. 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

* **Postal Order/Bank Draft//International Money Order** in British Pounds Sterling **only**.

Made payable to: **High Commission for Saint Vincent and the Grenadines**, or

* **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

ADDITIONAL GUIDANCE

When sending important documents to the High Commission by post to support Passport Applications please use 'Special Delivery' not 'Recorded Delivery'. Fees are subject to change.

All Caribbean documents which are submitted to support Vincentian passport applications must be the newer versions of the certificates (Eg. birth certificate). 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 Mission.

All passport applications must be accompanied by original supporting documents (e.g. birth certificate, marriage certificate).

Passports should be collected from the Mission in person.

Professionals authorized to certify Vincentian passport application forms (updated 2014):

1. Barrister
2. Commissioner of Oaths
3. Notary Public
4. General Practitioner/Doctor
5. Optician
6. Dentist
7. Minister of a recognized religion
8. Member of Parliament
9. Commissioned Officers and Warrant Officers of the Armed Services
10. Senior Police Officer (Superintendent and up)
11. Solicitor

Please read carefully the notes on page one of the application form. Ensure that you complete every section of the form which applies to you. Incomplete applications will be returned. Please note that section 3 of the application form should be completed **by persons not born** in Saint Vincent and the Grenadines.

All applications must be completed in black ink and be accompanied by the following:

ADULTS:

Original Documents only

- The relevant documents as specified at point 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 Saint Vincent and the Grenadines 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 licence.

Other

- **Three (3) identical High Resolution Studio Passport Photographs** (see attached notes below), one of which **must be signed** by the recommender named in **section 9**.
- If an official stamp is not available, a letter on recommender's **official headed paper** confirming certification at **section 9** (see point 2 of application form).
- **2 specimen signatures** of each person to be included on the passport. Attached to separate sheet.
- **Fee for Passport** and other non refundable fees (**do not send cash and personal cheques are not accepted**).

CHILDREN:

Original Documents only

- The relevant documents as specified at point 5 of the notes on the application form.
- **Your previous Passport**
- All documents **not issued** in either Saint Vincent and the Grenadines 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 also submit their current foreign passport.

Other

- **Three (3) identical High Resolution Studio Passport Photographs** (see attached notes), one of which **must be signed** by the recommender named in **section 6**.
- If an official stamp is not available, a letter on recommender's **official headed paper** confirming certification at **section 6** (see point 2 of 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 to The High Commission for onward transmission to Saint 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. Please 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.