



The High Commission of St. Kitts and Nevis

To request a **Birth Certificate** from the Federation of St. Kitts and Nevis the following information is required:

IN PERSON PICKUP

- **A Notarized Request Letter outlining:**
 - **Full Name of the Applicant requesting the birth certificate**
 - **Applicant's Date of Birth**
 - **Applicant's current Full Address**
 - **Full Name of Parent/ Grandparent**
 - **Full Name of Parent/ Grandparent mother's name**
 - **Place of Birth of Parent/ Grandparent**
 - **Date of Birth, including the year, of Parent/ Grandparent**

If the Applicant is the individual collecting the letter from the Registrar's General Office, please present a valid picture ID and an EC\$3.00 Stamp.

If a third party is acting on your behalf a notarized letter is required. The third party notarized letter must state the name and date of birth of the third party also give permission for the individual to act on your behalf. Please note that the third party collecting the birth certificate must present a valid picture ID and EC\$3.00 Stamp.

MAIL

- **A Notarized Letter outlining:**
 - **Full Name of the Applicant requesting the birth certificate**
 - **Applicant's Date of Birth**
 - **Applicant's current Full Address**
 - **Full Name of Parent/ Grandparent**
 - **Full Name of Parent/ Grandparent mother's name**
 - **Place of Birth of Parent/ Grandparent**
 - **Date of Birth, including the year, of Parent/ Grandparent**
- **An International Money Order of \$US 3.00, payable to the Accountant General.**

Please mail all the required information and International Money Order to:

**Registrar's General Office,
P.O. Box 236,
Connell Street, Basseterre
St. Kitts and Nevis
Fax: 1 (869) 466 2296**

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE USING THIS INFORMATION. BY USING THIS INFORMATION YOU AGREE TO ABIDE BY THE TERMS AND CONDITIONS SET OUT BELOW.

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