



The High Commission of St. Kitts and Nevis

Renewal Passport Application:

- 1) Sections 1, 2 and 6 must be completed by all applicants.
- 2) Sections 3 and 4 are to be completed where applicable.
- 3) Section 7 is to be completed by the Parent or Legal Guardian of an applicant under age 16.
- 4) Section 8 to be completed by an applicant age 16 and over.
- 5) Section 9 is to be completed and stamped by the recommender (**guarantor**).
- 6) Section 10 to be completed if your passport has been lost or stolen.

FOR PERSONS AGE 16 and OVER

- 1) Complete Application Form
- 2) Age 16 and Over, Signature is required at the top of first page of application in box marked 'Signature'. Signature should not touch the top, sides or bottom of the box but should be in the middle.
- 3) Two (2) Passport sized photos, signed by recommender (**guarantor**) (**see size of photographs required below*)
- 4) **Original** or **Notarized** copy of Birth Certificate of Applicant
- 5) Expired Passport
- 6) **Fees** are listed on **page one (1) of the Passport Application Form.**

*Applications submitted to the High Commission, the Bank, or Postal Money Order should be made payable to the High Commission of St. Kitts and Nevis. Applications submitted to the Consulate of St. Kitts and Nevis should be made payable to the Consulate of St. Kitts and Nevis. **CASH or PERSONAL CHEQUES ARE NOT ACCEPTED.***

*Photographs:

Two (2) copies of a recent photograph of the applicant must be included with the application. These photographs should be taken full face, without earrings, without a hat on a neutral solid background. Black and white photographs are not acceptable. The size of the photographs is **1.77" x 1.38" (45mm x 35mm)**. The recommender (**guarantor**)

is also required to endorse the reverse side of one copy of the photographs with the words "I certify that this is a true likeness of the applicant Mr./Mrs./Miss....." and add his/her signature.

Recommender (**Guarantor**):

Section 9: Should be completed by the person verifying the declaration of the applicant. The recommender (**guarantor**) should be a Justice of the Peace, Notary Public, Minister of Religion, Medical or Legal Practitioner, Senior Civil Servant, Senior Bank Official, Gazetted Police Officer, or any person of similar standing Personally ACQUAINTED with the applicant. Members of the Immediate Family are not eligible.

Note: If the person signing has a professional stamp, then they should also add stamp



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where it says 'Official stamp'.

Please submit the following documents:

- * Completed passport application form
- * Expired St. Kitts and Nevis Passport
- * Two passport sized photographs (45 X 35mm) and signed by recommender (**guarantor**)
- * Applicant Original or Notarized Birth Certificate
- * Payment

Documents can be sent via Courier, Canada Post or dropped off at the High Commission of St. Kitts and Nevis office in Ottawa.

All documents are sent to St. Kitts and Nevis for processing.

If unable to collect the passport and original documents from the High Commission when it is returned, you are then required to provide a prepaid self-addressed Canada Post or Courier envelope.

Our office hours are 9:00a.m - 5:00p.m. (Monday - Friday) and located at 241 Besserer Street, Ottawa, ON, K1N 6B9.

Any further questions, please free to contact the High Commission's Office via Email: info@hcstkittsnevis.ca or Phone: 613-518-2447.