

Please Note: The preceding section is only meant to serve as a guide. Depending on your case, you may be required to submit additional supporting documents .

## *Department of Justice*

### Civil Status Registry (CSR)

**Applying**

**For**

**Births and Deaths**

**Certificates**

**In**

**Saint Lucia**

Prepared by:  
The Office of the Registrar  
Civil Status Registry  
Brazil Street, Castries  
SAINT LUCIA  
Telephone: 1785-468-7017 / 1758-453-2485  
Email: civilstatusregistry@gmail.com

Opening hours : Mondays—Fridays  
Applications : 8:00 a.m. to 1:00 p.m.  
Collections: 8:00 a.m. to 3:00 p.m.

## Applying for Birth Certificate

Requirements for applying for a Birth, Adoption, Marriage certificate

### In person applications

- Completed application form by the person requesting the Certificate
- Valid Government issued ID (National ID, driver's licence, passport), if you are 18 years and older
- Letter of authorization, if the certificate belongs to someone else

### Processing Fees :

\$13.00 E.C.: Emergency certificate paid for before 11.00 a.m. can be collected within 15 – 30 minutes

\$8.00 E.C.: Normal application can be collected within 3 working days

### Application from abroad (by mail, email)

- Completed application form by the person requesting the Certificate
- Valid Government issued ID (National ID, driver's licence, passport) and older, (pass- port), if you are 18 years and older.
- Letter of authorization, if the certificate belongs to someone else
- Applicants applying via post should enclose sufficient fees for return postage or may wish to use Pre-paid FEDEX.

All applications should be mailed to:

The Registrar  
Civil Status Registry,  
Brazil Street, Castries  
SAINT LUCIA

**Fee:** An International postal money order or cash in the sum of US\$5.00 or £4.00 (emergency) US\$4.00 or £3.00 (normal) per certificate and also an estimated cost for postage which is US\$5.00 and £3.00 payable to the Registrar of Civil Status .

Note 1: If you are applying for a certificate for someone else, you must submit a letter of authorization from the owner of the birth certificate along with his/her ID and your ID.

Note 2: To avoid unnecessary delays, complete all sections of the application form clearly.

Note 3: If the information submitted is incomplete or incorrect, the certificate may not be issued.

Note 4: Submit Change of Name/ deed poll, if your name has been changed since registration. For a Deed Poll to be given effect it must be registered at the office of the Registrar and the Registry of Deeds and Mortgages for Saint Lucian nationals.

Note 5: If the certificate requested is for a deceased, submit the date of death and district in which the death was registered.

## Applying for Death Certificate

Requirements for applying for a Death Certificate

### In person applications:

- Completed application form to be completed by the person requesting the Certificate.
- Valid Government issued ID (National ID, driver's licence

### Processing Fees :

- \$10.00 E.C.: Emergency certificates paid for before 11.00 a.m. can be collected within 15 – 30 minutes.
- \$5.00 E.C.: Normal applications are collected within 3 working days.

## Collection of Birth/Death Certificate

### Submit:

- The receipt of payment;
- Some form of valid Government issued identification;
- Written authorization to collect, if the birth certificate does not belong to you;
- A copy of the subject's /applicant's ID is also required.