

6. ...my father's name does not appear on the certificate and I would like to have it inserted?"

Note that, in accordance with the law, it is only possible to insert a father's name on a Birth

Certificate of a child born to an unwed mother by way of rectification if the child was born on or after January 1, 1974.

Submit:

- (a) Your Birth Certificate;
- (b) Your Baptism Certificate;
- (c) Your father's Birth and Baptism Certificate;
- (e) Your mother's Birth and Baptism Certificate;
- (f) Some form of valid ID that bears the correct spelling of your name
- (g) Some form of valid ID that bears the correct spelling of your parents name
- (h) Affidavit signed by (yourself) person whose record is being amended.
- (i) An Affidavit from your mother attesting that you are your father's child;
- (j) An Affidavit from your father attesting that you are his child.

The CSR will provide you with the necessary Affidavits to be filled out and sworn before a Notary Royal or Justice of the Peace. Alternatively, you may wish to engage the services of an Attorney to have these Affidavits prepared.

Note: Parents to appear at CSR for interview for Nos. 6 and 7.

7. ...someone other than my father has been recorded as my father and I would like to have my true father's name inserted on the certificate instead?" Submit:

- (a) Your Birth Certificate;
- (b) Your Baptism Certificate;
- (c) An Affidavit signed by (yourself) the person whose record is being amended

- (d) An Affidavit from your mother setting out the particulars of the situation;
 - (e) An Affidavit from your true father attesting that you are his child
 - (f) An Affidavit from the individual whose name was wrongly inserted on your Birth Certificate attesting that he was wrongly named as your father on your certificates
 - (g) Some form of valid ID that bears the correct spelling of the parents name.
 - (h) Affidavit stating that notice of rectification application was served on father listed on the birth certificate.
 - (i) Your true father's Birth and Baptism Certificate.
 - (j) Your mother's Birth and Baptism Certificate.
 - (k) DNA Analysis of father and child
 - (l) The Registrar of Civil Status may refer such an application at No. 7 to a High Court Judge for consideration.
- 8.** All applications for rectification should be vetted by assigned officers at the Civil Status Registry before payment of fees, to avoid unnecessary delays.

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 to have your rectification processed.

Offences & Penalties

It is an offence to provide false information to the office (s) of the Registrar of Civil Status.

Offences and penalties associated with giving any false information to the office of the Registrar of Civil Status (and District Registrars), in the Civil Registration process including but not limited to: registration of births & deaths, and rectification of vital records, can be found at Sections 28 and 29 of the Civil Status Act No. 9 of 2010 and the Civil Status (Amendment) Act No. 10 of 2014.

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.

Department of Justice

Civil Status Registry (CSR)

CHECKLIST FOR AMENDING VITAL RECORDS



CHECK LIST FOR AMENDING VITAL RECORDS

Forms:

1. Application form

Completed and signed and dated by applicant at CSR

2. Affidavit (s)

Completed by Interviewer at CSR and signed in the presence of Justice of the Peace and or Attorney.

Affidavits from overseas must be accompanied by an Apostile or authenticated by a State authority.

Affidavit must be signed by the subject and not the applicant.

3. Authorization letter (s)

Where the subject is not present, authorization must be signed by subject **in the presence of Justice of the Peace or Attorney** or where the subject is a minor, the authorization letter must be signed by the mother and or father if the father's name is inserted on the child's certificate or legal guardian.

Fees:

A fee of **\$50.00** is payable for each record being rectified.

Stamps to be affixed to documents:

Affidavit/Statutory Declaration: **\$20 stamp** is required to be affixed to each document.

- Certified copy of order \$10.00
- Search fee \$10.00
- Any other document \$5.00 certificate/records including Exhibits printed by the CSR.

What should you bring to the interview?

- Birth Certificate (state official record)
- Baptismal Certificate
- Marriage Certificate (for ladies) if married in St. Lucia
- Parents records if listed on birth and or baptismal record

- Supporting documents as listed below
 - A picture form of valid National Identification (ID card, passport, driver's licence)
 - Authorization letter, if you are not the subject (as above)
 - Payment Fee (as above)
 - Stamp Fee (as above)

Documents required based on errors or omissions which exists on your certificates:

1.*my birth-date is incorrect or incomplete?*”

Submit:

- Your Birth Certificate.
- Your Baptism Certificate.
- The record of your birth from the hospital where you were born
- If you were not born at a hospital; An Affidavit of date of birth by your mother or father if listed on your birth Certificate, attesting to the birth date considered to be correct.
- Affidavit signed by (yourself) the person whose record is being amended.
- Date of birth on birth certificate is deemed the correct date of birth.

2. ...*my gender is incorrectly noted?*”

Submit:

- Your Birth Certificate.
- Your Baptism Certificate.
- Some form of valid National ID that shows your gender.
- The record of your birth from the hospital where you were born.
- Affidavit signed by (yourself) the person whose record is being amended.
- Parents records.

3. ...*my name has not been entered on the certificate?*”

Submit:

- Your Birth Certificate.
- Your Baptism Certificate.
- If you do not have a Baptism Certificate, you may Submit:
An Affidavit from your mother or father if listed on your birth certificate, or an older sibling in attestation of the omission of your name and of the correct details to be entered.
- You must also submit some form of **Valid National ID that bears your name**. The submission of a health card for a minor (which clearly shows the child's full name) is acceptable.
- Parents records

4. ...*my name has not been correctly spelt on the certificate?*”

Submit:

- Your Birth Certificate.
- Your Baptism Certificate (showing the correct spelling of your name);
- Some form of valid ID that bears the correct spelling of your name.
- Parents records
- Affidavit signed by (yourself) the person whose record is being amended.

5. ...*my father's/mother's name is incorrectly spelt?*”

Submit:

- Your Birth Certificate;
- Your Baptism Certificate;
- Your father's/mother's Birth or Baptism Certificate (with his/her correct name).
- Some form of valid ID that bears the correct spelling of your name.
- Affidavit signed by (yourself) the person whose record is being amended.