



HIGH COMMISSION for SAINT VINCENT and the GRENADINES

Please address reply to the High Commissioner

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Our Ref:

10 Kensington Court

Your Ref:

London W8 5DL

St Vincent and the Grenadines Passport Department Current Charges / Supplementary Information

To improve security all Vincentian passport applications are now approved and processed in Saint Vincent and the Grenadines. You may however submit your application through this Mission for onward transmission to Saint Vincent and the Grenadines. Please ensure that **all** requested documentation accompany your application.

Passport fees

- New Passport (replacement for expired Passport) £ 40.00
6 -20 weeks from receipt of all required documents
- Replacement Passport (for passports which are lost/stolen/mutilated) £ 70.00
(Processing and issue of passports which have been reported lost/stolen/mutilated may be **delayed for up to twelve (12) months**)

The following fees are **non refundable** and must accompany **each application** for a Vincentian Passport

*Processing (non refundable) £ 5.00

*Secure International postage to and from Saint Vincent and the Grenadines (non refundable) £ 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 please call for further information) £ 25.00
(each way)

Methods of payment

- * **Postal Order/Bank Draft/International Money** Order in British 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

Please read carefully the notes on page one of the attached 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 must accompanied by the following.

Adults:

<u>Original Documents only</u>	<u>Other</u>
<input type="checkbox"/> The relevant documents as specified at point 4 of the notes on the application form	<input type="checkbox"/> Three (3) identical High Resolution <u>Studio</u> Passport Photographs (see attached notes), one of which must be signed by the recommender named in section 9
<input type="checkbox"/> Your previous Passport	<input type="checkbox"/> 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)
<input type="checkbox"/> Your Marriage Certificate/s and Decree Absolute (if applicable)	<input type="checkbox"/> 2 specimen signatures of each person to be included on the passport. Attached to separate sheet
<input type="checkbox"/> All documents not issued in either Saint Vincent and the Grenadines or the UK must be certified by the relevant High Commission or Embassy.	<input type="checkbox"/> Fee for Passport and other non refundable fees (do not send cash and personal cheques are not accepted)
<input type="checkbox"/> Dual Nationals should submit their current foreign passport and photographic UK driving licence.	

Children:

<p>Original Documents only</p> <ul style="list-style-type: none"> ❑ The relevant documents as specified at point 5 of the notes on the application form ❑ 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. 	<p>Other</p> <ul style="list-style-type: none"> ❑ 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)
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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