

Citizenship By Investment Programme

DOCUMENT CHECKLIST
SL1

The form entitled Document Checklist defines the requirements regarding the nature, format and translation of documents that you must send to the Citizenship by Investment Unit (“the Unit”). This form MUST be attached to your application for citizenship by investment.

The list of documents in this form is not exhaustive. The Unit may at any time ask the applicant to present other documents to determine if he or she meets the requirements of the Citizenship by Investment Act No. 14 of 2015 (“the Act”) and the Citizenship by Investment Regulations No. 89 of 2015 (“the Regulations”).

INSTRUCTIONS

The application is submitted in a single step.

1. Place your proof of payment as the first document in your submission. Please refer to the attached Bank Account Information for details on how to make the payment of fees.
2. Organise all your documents in the same order as listed in the Document Checklist SL1 and identify them with a tab bearing the corresponding number from the list. If, in exceptional cases, an applicant cannot submit a document that applies to his/ her situation, provide a substitute document and enclose an explanation. The substitute document and the explanation must be inserted in place of the document that they replace. If a substitute document cannot be presented, you MUST give a detailed explanation.
- 3 Check the box corresponding to each document that you are submitting and attach this Document Checklist SL1 to your application. N/A (not applicable) indicates that you do not need to submit this document.
4. Collect all requested documents in the required format (original or certified true copy).
5. Before sending the application, make sure to:
 - Keep a photocopy of all the documents that are submitted.
 - Ensure that all the forms and declarations submitted are dated and signed.
 - Place printed application in a sealed envelope, in the same order as listed on the Document Checklist.
 - Address the sealed envelope to:
ATT: Chief Executive Officer
Citizenship by Investment Unit
5th Floor Francis Compton Building Waterfront
Castries, Saint Lucia
 - Hand deliver the sealed envelope to the address above.

DOCUMENT REQUIREMENTS

Format of Documents

Documents submitted in their original language must be in the required format; original or certified true copy. A non-conforming format may result in the rejection of the application or its return to the sender. Certified true copies must be of excellent quality or else they will be deemed inadmissible.

Authenticated Translation

If you submit documents or parts of documents in a language other than English, you MUST provide:

- The document in its original language, in the required format (original or certified true copy); AND
- An authenticated translation to the English language. An ‘authenticated translation’ means a translation effected by either a professional translator who is officially accredited to a court of law, a government agency, an international organization or similar official institution, or if effected in a country where there are no official accredited translators, a translation effected by a company whose role or business is effecting professional translations, the Unit will accept.
- If the document is written in English but includes a seal or signature in another language, a translation of the seal .
- A copy of the translator’s credentials or professional certification must accompany the translated documents.

Verification and Investigation

Be advised that the Unit will:

- Verify the accuracy of information provided or have it verified by third parties. It is an offence under the law to knowingly give the Unit any information that you know or should have known to be false or misleading in relation to your application for citizenship by investment.
- Reject any application that contains false or misleading information or documents.
- Cause your citizenship to be revoked if it was issued on the strength of an application containing false or misleading information or documents OR omitted or concealed information under Section 38 (1) of the Act.

PLEASE COMPLETE THE FOLLOWING AND INCLUDE COMPLETED CHECKLIST IN YOUR SUBMISSION

Principal Applicant

Only you, as the principal applicant, must indicate your identity.
Write your family name and first name in block letters.

First name

Yes No

Last name

Are any other dependents accompanying you?

Yes No

Date of Birth (DD/MM/YY)

If yes, how many?

	Required Format	Principal Applicant	Spouse	Qualifying Dependent
1. Proof of payment of non- refundable processing and due diligence fees. *Please see attached the Banking Details for depositing the processing and due diligence fees.	Original		N/A	N/A
2. Document Checklist (SL1)	Original			
3. Use of Authorized Agent Form (SL2)	Original		N/A	N/A
4. Statement of Alternative Citizenship (SL3)	Original		N/A	N/A
5. Investment Confirmation Form (SL4)	Original		N/A	N/A
6. Application for Registration as a Citizen of Saint Lucia (SL5)	Original			
7. Excerpt of full birth record OR Certified copy of full birth certificate (i.e. a birth document that also includes your parents' details, or a household register, family book, etc).	Certified Copy Certified Copy			
8. Proof of name change (if applicable) (e.g deed poll, adoption papers, etc). * ONLY applicants who have had a name change are required to provide this supporting document.	Certified Copy			
9. Certificate(s) of Citizenship (if applicable)	Certified Copy			
10. Permanent resident card or certificate (if applicable)	Certified Copy			
11. Military record(s.) * You must submit for anyone who has served in the military or armed forces for any period of time.	Certified Copy			
12. Photograph and Signature Certificate (SL)6 * For children who are below the age of 18 or where a qualifying dependent is physical or mentally challenged and cannot write, please insert N/A in the field specimen signature.	Original			

	Required Format	Principal Applicant	Spouse	Qualifying Dependent
<p>13. Six (6) passport- sized, colour photos of yours elf taken within the last six months. The photos MUST be:</p> <ul style="list-style-type: none"> • A full front close up view of the head and shoulders with the head covering 70% to 80% of the photograph, ears showing and hairline visible above the forehead. • Taken without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible showing you looking straight at the camera, your eyes open, no hair in your eyes and without hair covering except that of religious head covering. • Taken against a plain white background without shadows. • Be taken with a neutral expression (no laughing or frowning) with your mouth closed. • A true image which has not been altered in any way. • Approximately 35 x 45 mm in size, of good quality color and on high quality paper. • The six photos MUST be the same in all aspects with two of the photos certified to be a true likeness of the bearer . • One of the non-certified photos must be affixed to the Medical Examiner Declaration (SL8) 	Original			
14. National identity card(s) (if applicable).	Certified Copy			
15. Copy of ALL pages of your current passport(s)	Certified Copy			
<p>16. One (1) document of proof of residential address valid within the last three months immediately preceding the submission of the application. *Examples of proof of residential address include: Certified copy of a recent utility bill OR Bank statement showing full name and address.</p>	Certified Copy/ Original		N/A	N/A
<p>17. Certified copy of marriage record or marriage certificate(s) (if applicable). *You must submit for the principal applicant and the spouse.</p>	Certified Copies			N/A
<p>18. Certified copy of divorce decree (if applicable) *You must submit for the principal applicant and spouse.</p>	Certified Copies			N/A
<p>19. Curriculum Vitae * You must submit for the principal applicant and every qualifying dependant who is 18 and over.</p>	Original			
20. Professional reference (e.g. from an attorney, chartered accountant or other professional of similar standing) valid within the last six months immediately preceding the submission of the applications.	Original		N/A	N/A
21. Bank reference letter is sued by an internationally recognised bank valid within the last six months immediately preceding the submission of the application.	Original		N/A	N/A
22. Sworn affidavit of support of your spouse and each other qualifying dependent - (SL7)	Original		N/A	N/A
<p>23. Professional and academic certificates *You must submit for the principal applicant and every qualifying ependent who is 18 and over.</p>	Certified Copies			

	Required Format	Principal Applicant	Spouse	Qualifying Dependent
<p>24. Police certificate from country of birth, and from any other country in which you have resided for a period of at least one year during the ten (10) years immediately preceding the submission of the application for citizenship by investment.</p> <ul style="list-style-type: none"> The police certificate should be no more than six months old. <p>*In the event that you are unable to obtain a police certificate, please provide an explanation. Police certificates are NOT required for qualifying dependants below the age of 16</p>	Original			
25. Certified copy of your current and expired visas.	Certified Copy			
26. Medical Examiner Details and Declaration (SL8)	Original			
27. Official transcripts or written confirmation from a recognised school, university or college of a qualifying dependent who is between the ages of 18 and 25 and enrolled at that school, university or college at the time of submitting the application.	Original	N/A	N/A	
28. Custody or legal guardianship records.	Certified Copy			
29. Statutory declaration of a non-accompanying parent of a qualifying dependant below the age of 18, indicating that he or she has no objection to his or her child acquiring Saint Lucian citizenship.	Original			
30. A certified copy of a photo ID of a non-accompanying parent bearing his or her signature.	Certified Copy			