

CITIZENSHIP BY INVESTMENT PROGRAMME

DOCUMENT CHECKLIST
SL1

GENERAL INFORMATION

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. 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. Select 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. Submit all requested documents in the required format (original or certified true copy).
5. Before submitting the electronic 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.
 - Any document requested by the unit which should be addressed in a 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 addressed 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 THE COMPLETED CHECKLIST IN YOUR SUBMISSION

First name

Last name

Date of Birth (DD/MM/YY)

Passport Number

Please note that the information below provides guidance on the required submission of documentation from a:

- Principal Applicant Spouse Dependent 16 years & older Dependent under 16 years

	Required Format	Principal Applicant	Spouse	Qualifying Dependant 16 & over	Qualifying Dependant Under 16
1. Proof of payment of non-refundable processing and due diligence fees.	Original		N/A	N/A	N/A
2. SL1 - Document Checklist	Original				
3. SL2A - Principal Applicant Application Form to become a citizen of Saint Lucia	Original		N/A	N/A	N/A
4. SL2B - Spouse or Dependent Application Form to become a citizen of Saint Lucia	Original	N/A			
5. SL3 - Photograph & Signature Form <i>For children who are below the age of 18 or where a qualifying dependent is physically or mentally challenged and cannot write, please insert N/A in the field 'Specimen Signature'.</i>	Original				
6. SL4 - Investment Confirmation Form	Original		N/A	N/A	N/A
7. Affidavit in support with an indication of the following information with respect to the principal applicant: <ul style="list-style-type: none"> • Personal details • Employment details • Annual income and approximate net worth • The name of the qualifying dependents • Source of wealth • Ability to make payments of all required fees for the principal applicant and the dependent <i>The Affidavit in support must be sworn before a Notary Royal or an attorney-at law and be accompanied by an Apostille from the country where the Affidavit in Support is prepared.</i>	Original		N/A	N/A	N/A
8. Excerpt of birth record or birth certificate This is a birth document that also includes your parents' details, or a household register, family book, etc	Certified Copy				
9. Passport Pages All pages of your current passport(s)	Certified Copy				

	Required Format	Principal Applicant	Spouse	Qualifying Dependant 16 & over	Qualifying Dependant Under 16
<p>10. Two (2) passport-sized photos of yourself 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 if 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 a 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 2 in x 2 in in size, of good quality color and on high quality paper. • The two 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 photograph and Signature Certificate. 	Original				
<p>11. Police Certificate(s)</p> <p><i>Submit a Police Certificate from your country of birth, and from any other country in which you have resided for at least one year during the ten (10) years immediately preceding the submission of your applications for citizenship of Saint Lucia. The police certificate should be no more than six months old.</i></p> <p><i>If you are unable to obtain a police certificate, please provide an explanation.</i></p> <p><i>Police certificates are not required for qualifying dependents below the age of sixteen (16) years.</i></p>	Original				N/A
<p>12. Proof of residential address</p> <p><i>One document of proof of your residential address valid at least three months immediately preceding the submission of the application.</i></p> <p><i>Examples of proof of residential address include recent utility bill or bank statement showing full name and address.</i></p>	Original		N/A	N/A	N/A
<p>13. Curriculum Vitae</p> <p><i>Required for all applicants eighteen (18) years and over. Be sure to cover the last ten (10) years preceding the application. Do not leave any gaps.</i></p>	Original				N/A
<p>14. Bank Reference Letter</p> <p><i>Issued by an internationally recognized bank valid within the last six months immediately preceding the submission of the application.</i></p>	Original		N/A	N/A	N/A
<p>15. Professional and Academic Certificates</p> <p><i>Required for each applicant 18 years and above .</i></p>	Certified Copy				N/A
<p>16. Credentials for Attorney-at-Law or Notary Royal</p> <p><i>Required for each Attorney-at-Law and Notary Royal used to certify documents submitted as part of the application.</i></p>	Certified Copy		N/A	N/A	N/A

THE FOLLOWING DOCUMENTS ARE TO BE INCLUDED IN YOUR SUBMISSION, IF APPLICABLE TO YOU

	Required Format	Principal Applicant	Spouse	Qualifying Dependant 16 & over	Qualifying Dependant Under 16
17. Proof of Name Change (if applicable) <i>ONLY applicants who have had a name change are required to provide this supporting document.</i>	Certified Copy				
18. Certificate of Citizenship	Certified Copy				
19. Permanent Resident Card or Certificate	Certified Copy				
20. National Identification Card	Certified Copy				
21. Copies of your current and expired visas	Certified Copy				
22. Marriage Record(s) or Marriage Certificate(s)	Certified Copy		N/A	N/A	N/A
23. Divorce Decree	Certified Copy		N/A	N/A	N/A
24. Custody or Guardianship Records	Certified Copy			N/A	N/A
25. Statutory Declaration of Non-Accompanying Parent <i>Required for qualifying dependents below the age of eighteen (18) years, indicating that the parent has no objection to his or her child acquiring Saint Lucian citizenship.</i>	Original		N/A	N/A	N/A
26. Photo Identification of Non-Accompanying Parent <i>MUST bear the signature of the non-accompanying parent.</i>	Certified Copy		N/A	N/A	N/A
27. Military Records <i>You must submit if you have served in the military or armed forces for any period.</i>	Certified Copy				N/A
28. Official transcripts or written confirmation of Registration from a recognized School, University or College. <i>Required for any dependent between the ages of 18 and 25 years who is enrolled in school, university, or college at the time of submitting the application.</i>	Certified Copy	N/A	N/A		N/A
29. Credentials for Translator <i>Required for each translator used to translate documents submitted as part of the application.</i>	Certified Copy		N/A	N/A	N/A