



COMMONWEALTH OF DOMINICA

Application for ePassport or Seafarers' Identity Document (SID) INSTRUCTIONS ON HOW TO COMPLETE APPLICATION

DO NOT SUBMIT INSTRUCTIONS WITH YOUR APPLICATION!

Read instructions carefully before completing the form.

Note: Amendments cannot be made to issued ePassports or Seafarers' Identity Documents.

IMPORTANT: Applicant and Recommender **are warned** that should any statement contained in their respective declarations prove to be untrue, the consequences to them may be serious. The attention of persons who are asked to sign this declaration is especially called to the fact that it must be signed from **personal knowledge** of the applicant and not from information obtained from other persons, and should know the applicant for at least two (2) years.

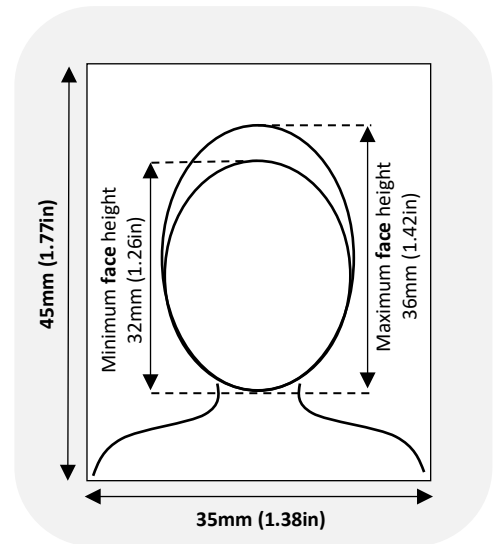
A) GENERAL

New (first-time) Applicants

New applicants must present themselves to the Immigration Department or Passport Office, or the nearest Commonwealth of Dominica High Commission/Consulate. Children under 16 years of age must be accompanied by their parent/legal guardian/ who must provide identification.

Photographs

- **Two (2) facial photos** shall be provided. The photos shall not be more than six months old and shall be not larger than 45 x 35 mm (1.77 x 1.38 in) nor smaller than 36 x 32 mm (1.42 x 1.26 in) in height and width.
- The photo shall show a close-up of the applicant's head and top of the shoulders and sufficient chest area and below bust area.
- The **face** shall look directly at the camera with both ears showing and shall take up 70-80 percent of the photo size in length.
- Facial expression must be neutral, with mouth closed and eyes open, with no hair obscuring the eyes.
- Photos should be printed on high quality paper with high resolution.
- The lighting shall be uniform with no shadows or reflections on the face or in the background.
- The background shall be plain and light-coloured (e.g. white, light blue, etc.)
- There must be **contrast** between image and background (e.g. No white shirt on a white background, etc.).
- **No** sleeveless shirts or tank tops. Chest area must be covered.
- **No** bold prints or military shirts or camouflage.
- **No** tinted shades or sunglasses.
- **No** light reflections on the glasses, and the frames shall not cover any part of the eyes (heavy frames should be avoided if possible).
- **No** head coverings except for religious, cultural, or medical justification.



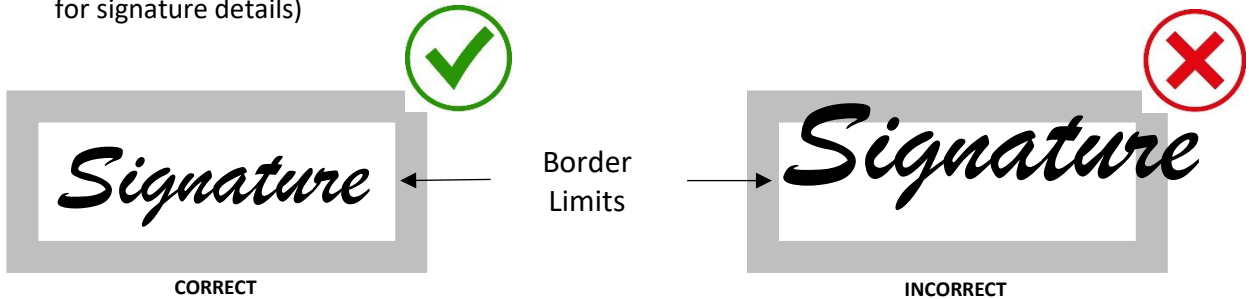


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Signature

- The applicant must sign the Signature Box **within the border limits**. (See "Declarations" section for signature details)



Processing Times

- Regular** – 14 business days (approx.)

Fees

- Passport/SID fees are in Eastern Caribbean Dollars (ECD). Fees are posted and paid at the Government Treasury Office. **Note:** Fees are subject to change.

	Regular
Passport	\$150.00 (16 years of age and above) \$75.00 (under 16 years of age)
Seafarers' Identity Document	\$100.00

- For lost, stolen, or damaged passport/SID, a new passport/SID will only be issued after exhaustive inquiries. Applicant will then be required to pay a **penalty fee of \$500.00**, in addition to the application fee.

Issuing of Passport/SID

Applicants and Submitters collecting passports (or SIDs) **must present government-issued ID (one of which must be a photo ID)**.

A Proxy must provide a written authorization from the applicant, authorizing them to collect the passport on the applicant's behalf. The written authorization must be notarized if the applicant is overseas.

Acceptable forms of Identification:

- Passport
- Driver's license
- Social Security Card
- Or any other government authorized identification



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B) SUPPORTING DOCUMENTS

- All documents must be produced as the **Original** or a **Certified Copy**. It is suggested that a photocopy be retained by the Applicant (or Submitter) for reference.
- Documents in **Foreign languages** must be accompanied by an **English translation**.
- Government Treasury **receipts** for paid fees must be provided as the **Originals** with the application form.

Applicant supporting documents:

- New (first-time) Applicants
 - Birth Certificate (original)
 - Certificate of Naturalization (original)
- Renewal Applicants
 - Existing Passport/SID
- Diplomatic/Official Applicants
 - 'Minutes' from the Secretary to the Cabinet, Minister or PS of Foreign Affairs or any other approved person giving directions for issuance of the Diplomatic/Official Passport
- Citizens who have changed their name
 - Birth Certificate
 - Deed Poll
- Married/Divorced Citizens
 - Marriage Certificate
 - Decree Absolute
 - Certificate of Annulment
- Citizens by Birth:
 - Birth Certificate
 - Previous passport (if applicable)
- Citizens by Decent:
 - Applicant's Birth Certificate
 - Parent's Birth Certificate
- Citizens by Naturalization:
 - Birth Certificate
 - Certificate of Naturalization
- Citizens by Registration:
 - Birth Certificate
 - Certificate of Registration
- Citizens by Adoption:
 - Birth Certificate
 - Adoption Order (showing particulars of the Adoption Order)



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Submitter supporting documents:

- Proxies
 - A Proxy must provide written authorization from the applicant authorizing them to submit the application and/or collect the passport on the applicant's behalf. **The written authorization must be notarized** if the applicant is overseas.
- Parents/Legal Guardians
 - Where an **Order** or direction has been made by the High Court or in Chambers or by a Magistrate regarding the custody of a child, such **Order** must be provided and the nature of the direction stated.
 - **If pending** divorce proceedings, any judicial Order or direction made regarding the custody of the child for whom the passport is to be made, state the nature of the order or direction, and provide as a supporting document.
 - A **notarized letter of authorization** of the custodial parent, adoptive parent, or legal guardian must be provided with applications on behalf of a child.

C) APPLICATION SECTIONS

APPLICATION DETAILS

- 1) Indicate the type of document being applied for.
- 2) Indicate the application reason.
- 3) Indicate the application priority. (See "Processing Times" section)
- 4) Indicate whether submitting as the Applicant or on their behalf.
 - a. Note: A **Proxy** is a person (other than an Agent or Ministry of Foreign Affairs representative) who submits an application on behalf of the Applicant.
 - b. **Applicants living overseas** may apply through the nearest Commonwealth of Dominica High Commission/Consulate or provide the application (including all supporting documents) to a Proxy to submit on their behalf.

SUBMITTER

- Provide government-issued ID type and number. Please ensure to bring the ID to the Passport Office for verification.
- If you are the Submitter and also the Parent/Legal Guardian, please skip Section 2.

CONTACT INFORMATION

- *Current Address:* The address where the applicant is currently living, while they may have a permanent address elsewhere.
- *Permanent Address:* The address where the applicant permanent lives, while they may be temporarily living elsewhere.



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CITIZENSHIP

- *Birth*: Applicant was born in the Commonwealth of Dominica.

If applicant was born outside the Commonwealth of Dominica and is claiming citizenship by:

- *Descent*
- *Adoption*
- *Registration*
- *Naturalization*

SPOUSE DETAILS

- Please indicate only **current** spouse.

Spouse types:

- *Single*: Applicant is not married.
- *Married*: Applicant is presently married.
- *Divorced*: Applicant was married, and the marriage has been dissolved.
- *Widow(ed)*: Applicant was married, and their spouse has died.

APPLICANTS BORN ABROAD – PARENT/LEGAL GUARDIAN INFORMATION

- Persons born outside the Commonwealth of Dominica as constituted on 3rd November, 1978 and all applicants claiming Citizenship by Descent, Naturalization or Registration must complete **Section 9** and produce documentary evidence in support of the statement made therein (e.g. birth certificate of Descent (father/mother), Naturalization or Registration document, or other evidence of citizenship).
- Persons born in any British Commonwealth country or in Southern Ireland, in a British protectorate, protected state, or mandated or trust, must complete their citizenship in **Sections 5 and 9**.
- Persons born outside the Commonwealth of Dominica before 3rd November 1978 in a place which was not British Protected and claiming citizenship by Descent must apply for citizenship at the Ministry of National Security, Labour & Immigration.

LOST, STOLEN, OR DAMAGED PASSPORT/SID

- **Lost, Stolen, or Damaged Passports** must be reported immediately to the nearest Police Station or Commonwealth of Dominica High Commission/Consulate or the Immigration Office, Roseau.
- A **Statutory Declaration** or **Affidavit** must be provided as a supporting document to the application for a replacement passport/SID.
- A new passport/SID will only be issued after exhaustive inquiries. Applicant will then be required to pay a **penalty fee of \$500.00, in addition to the application fee**. If the penalty fee is to be waived, a waiver must be obtained from the Ministry of Immigration and included as a supporting document to the application.



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DECLARATION

Signing the application form:

- The **Applicant must sign Section 11 and the Signature Box.**
 - Children 10 years of age and above must sign Signature Box. (Signature Box **must not** be signed on behalf of children).
 - For children under 10 years of age, the Signature Box can remain unsigned.

Applications on behalf of a minor (child under 16 years of age) or incapacitated person:

- Must be made by or with the **notarized consent** of the custodial parent, adoptive parent or legal guardian.

RECOMMENDER

- The Recommender's profession must be either: a member of Parliament, a Mayor or City Councilor or Village Council Chairperson, Justice of the Peace, Minister of Religion, Staff Nurse and higher rank, Medical or Legal Practitioner, Established Civil Servant (Executive Officer and higher rank), Senior Bank Official, Police Officer of the rank of Sergeant and higher, Qualified Teacher and higher, Custom Officer Grade 1 and higher, Principal Prison Officer and higher, Business Manager or any person of similar standing personally acquainted with the applicant.
- The Recommender must be a citizen of the Commonwealth of Dominica who has known the **Applicant for at least two (2) years** but must not be a member of the applicant's immediate family.
- The Recommender is required to:
 - Endorse the reverse side of one of the photographs with the words:

"I certify that this is a true likeness of Mr., Mrs. or Miss _____"
 - Sign below the aforementioned endorsement.

<p>_____</p> <p>Date</p> <p><i>I certify that this is a true likeness of Mr., Mrs., Miss or Ms.</i></p> <p>(applicant's name)</p> <p>_____</p> <p>Recommender's Signature</p>
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