



Citizenship By Descent Application

Please be guided by the INSTRUCTIONS and REQUIREMENTS hereunder when applying via the St. Kitts and Nevis High Commission in London.

Along with the application form, please see full requirements for compliance:

(The applicant is required to submit all **original** documents, including birth, marriage, death certificates, (where necessary), Certificate of Citizenship/Registration; in addition to certified copies)

1. Birth Certificate of Applicant
2. Birth Certificate of either parent born in St. Kitts and Nevis
3. Certificate of Citizenship of either parent whose parent was born in St. Kitts or Nevis
4. Birth Certificate of either grandparent who was born in St. Kitts and Nevis
5. Adoption Certificate
6. Deed Poll/Change of Name
7. Marriage Certificate where applicable

If the name of the applicant or his/her parent or grandparent (as the case may be) is different on their Birth Certificate or on the application form or any other document, proof of a change of name must be included.

8. Police Certificate (DBS) (hard original) of applicant, if over the age 16, for each country where applicant lived for the past six (6) months. The Certificate must be no more than six (6) months old. Additionally, kindly note on the date you submit your original DBS, please bear in mind that it is in your interest to submit your DBS which has at least 5 months validity, from the date of issue, in order for the application to be processed.

9. Four (4) single cut /separate identical passport sized photographs recently taken, measuring 1.77” x 1.38” (45mm x 35mm) (with no glasses, no hats, ensuring that the entire hairline, entire forehead and both ears are showing. No teeth must be visible. The photo must not have any shadow or glare.

The applicant’s name must be written on the reverse side of **two** of the photographs.

10. A photocopy of the bio-data page of all the other countries’ valid passports which the applicant possesses, must be sent. (For all applicants).

11. The parent must provide a copy the bio-data page only, of their St. Kitts and Nevis Passport, along with all of the passports which the parents possess, in support of their child’s application. (where applicable).

12. The Application for Citizenship by Descent fee is £60.00 payable by Bankers Draft **only**, made payable to “ACCOUNTANT GENERAL”. This Bank Draft must be made after the

application has been initially approved electronically, then submitted with the complete application, when posting to the High Commission.

13. Each original certificate requiring Attestation by the High Commission is £50.00 per document. (where applicable).
14. FedEx fee to send the application to St. Kitts & Nevis is £75.00.
15. The High Commission is unable to refund the fees if the application has been unsuccessful or withdrawn.
16. The postal address is: St. Kitts and Nevis High Commission, 10 Kensington Court, London, W8 5DL, England. ATTENTION - CITIZENSHIP.
17. The citizenship application should be emailed to: diplomat@sknhc.co.uk
18. The telephone number is 0207 937 9718.
19. You are required to write your email address and telephone contact at the back of the application form and submit two (2) additional photocopies of all the documents, when posting.
20. The High Commission reserves the right to request any additional documents in support of the application.
21. **When posting, kindly note the original certificates must also be posted to the High Commission, even though a certified/attested copy of any document is sent.**

Procedure:

In the first instance, you are required to scan and send an electronic copy of the completed application form along with all the supporting documents, including the front and back of the photo, (as a simple pdf attachment, password free) by email. Do not send as a picture, jpeg or zip file etc. The supporting documents sent for review, must be the actual scanned copies which will be sent when posting.

We will then review and guide you to completeness in preparation for you to post the hard copies of the original documents to the High Commission, if initially approved electronically.

If there are multiple applicants, kindly note:

You will provide: one email per applicant, along with the supporting documents – Subject being “Citizenship Application (Name of Applicant)”.

The Royal Mail Postal Service is delivered daily.

Local Courier Car/Bike Delivery Services of your choice can be used to deliver daily.

Other Courier Services for e.g. FedEx, etc are delivered daily, or any other safe courier service provider of your choice.

When the complete original hard copies are received by post at the High Commission, they will be re-examined for approval. Please note you must also send two additional photocopies of the supporting documents when posting. The photocopies must be clearly indicated and separated from the original documents.

Please note that along with sending the original documents:

1. The package with the original documents must be clearly labelled, so that we can identify the original documents.
2. The package with the additional 2 photocopies of each document must be clearly labelled, so that we can identify the photocopies.
3. Any documents which have 2 or more pages, must be stapled together.
4. After separation, they can all be enclosed into one bigger envelope for posting.

Once approved by the High Commission, an Invoice will be emailed to you for the amount payable, as well as payment information for Attestation and FedEx fees (where applicable). The High Commission has set up an electronic payment system/bank transfer, with payment information, to assist you with the payment for Attestation and FedEx Fees.

The High Commission does not accept postal orders, and cheques, except the Bankers Draft for the ACCOUNTANT GENERAL.

Once the electronic payment is completed, you will be required to send confirmation (as a pdf attachment) by email, to show that the payment has been successful. When the payment confirmation by email is received by the High Commission and the funds are cleared by the bank, the High Commission will acknowledge receipt. The hard copies of the complete application will then be sent to the Ministry of National Security in St. Kitts and Nevis, for processing.

Please note that the Ministry of National Security in St. Kitts and Nevis ultimately decides on the processing of Citizenship and does not provide a definitive timeframe to process applications. Also, should there be the need for further legal input, there may be further delays in some instances. Please further note the Ministry of National Security in St. Kitts & Nevis is currently unable to provide expedited service, or updates on the progress of applications.

When the Certificate of Citizenship has been completed and is received at the High Commission, you will be advised by email.

You will then be required to arrange a prepaid Courier service between the hours of 10.00 am - 3.00 pm, Monday to Friday, for the safe collection. The High Commission will return your new Certificate of Citizenship)/other document(s) to you where applicable. You must advise us at least 24 - 48 hours in advance by email, of the date and time for which you have made the courier arrangements, to ensure a seamless process. Please note you can scan and send the Airway Note/Delivery Information as a pdf attachment by email to the High Commission, to give to the courier when they come to collect your package. Please take note of the tracking details of your arrangements, as you will take full responsibility if lost/stolen/damaged/delayed in transit.

Or

You may send a Prepaid accurately self-addressed Special Delivery envelope for the safe dispatch and receipt of the documents from the High Commission. Please ensure you accurately address the envelope to yourself as you will take full responsibility if lost/stolen/damaged/delayed in transit. When received at the High Commission, your new Certificate of Citizenship/other document(s) where applicable, will be posted to you. (Please note the Special Delivery Envelope can be inserted at the same time, when you are sending your application to the High Commission).

In all email communication with the High Commission, you are also required to provide a telephone contact, should we wish to seek clarification on any matters.

Thanks.

The Saint Kitts and Nevis High Commission, London.