INSTRUCTIONS FOR COMPLETION OF CARIBBEAN COMMUNITY GRENADA PASSPORT APPLICATION FORM

GENERAL INSTRUCTIONS
• All relevant sections must be completed.
• Answers should be clearly written in CAPITAL LETTERS.
• Where an applicant is outside of the State of Grenada, he or she may submit an application at the nearest Embassy, Consulate or Mission office.

SIGNING THE FORM
• The passport holder must sign the form in the space provided above Section 1 and in section 10. If the passport holder is unable to sign, the space must remain blank.
• In the case of a passport holder under 16 years old, the legal guardian of the passport holder must sign section 10.

PASSPORT HOLDER UNDER 16 YEARS OLD OR WITH INCAPACITY
• An application for a passport holder under 16 years old must be made by or with the written consent of the legal guardian of the passport holder i.e. the parent or the individual who has legal custody and proof of legal custody is required.
• Where a passport holder is at least 16 years old but is unable to complete the form as a result of mental incapacity, the application must be made by or with the consent of the legal guardian of the passport holder i.e. the parent or the individual who has legal guardianship and proof of legal guardianship is required.
• Where a passport holder is at least 16 years old but is unable to complete the form as a result of physical incapacity, the application may be made by the next of kin i.e. the spouse, parent, child, sibling or other individual empowered by a Power of Attorney.

RECOMMENDER
• Section 11 should be completed by the recommender.
• The recommender should be a Citizen of Grenada who is personally acquainted with the passport holder, and is a Member of Parliament, Justice of the Peace, Minister of Religion, Medical or Legal Practitioner, Established Civil Servant, Principal and other qualified Teachers, Bank Official, Police Officer from the rank of Sergeant, or any person of similar standing.
• A recommender who is not a Citizen of Grenada is acceptable only if he or she is a Legal Practitioner.
• In case of a passport holder under 16 years or a person with mental incapacity, the recommender should be personally acquainted with the legal guardian of the passport holder for at least 2 years.
• A member of the passport holder’s immediate family is unacceptable as a recommender.

DOCUMENTS TO BE PRODUCED
• Every passport holder must produce his or her birth certificate.
• Where the passport holder was not born in Grenada, he or she must produce the document establishing that he or she is a citizen of Grenada (e.g. the birth certificate of the passport holder’s parent who was born in Grenada, a certificate of naturalization, registration or investment issued by Grenada to the passport holder or his or her parent).
• Where the passport holder is married, he or she must produce the marriage certificate and, if applicable, the divorce certificate or death certificate of the spouse.
• Where the passport holder is an adopted child, he or she must produce the adoption certificate.
• Where the passport holder has changed his or her name (other than by marriage), he or she must produce the document giving effect to the change (e.g. a deed poll) and his or her birth certificate should reflect the change to his or her name.
• Where a passport holder’s previous passport has been lost, stolen or damaged, he or she must submit with the application a police report or Statutory Declaration outlining the circumstances. Additionally, the passport holder must re-submit all relevant documents.
• All documents (other than photographs and a previous passport) must be submitted in original, along with a photocopy.
• A passport holder who surrenders with the application a previous Caribbean Community Grenada passport is not required to produce any other document other than the photographs, unless the passport holder’s name or status was changed subsequent to the issue of the previous passport.

PHOTOGRAPHS
• Every passport holder must either produce two (2) photographs of his or her portrait taken within six (6) months of the application or submit to live capture of his or her portrait.
• Where the passport holder elects to produce photographs:
• Photographs must be not more than 2½in x 2in or less than 2in x 1½in.
• The portrait must be with full face from bottom of chin to top of forehead clearly visible with full facial features, and without headdress unless in keeping with religious customs.
• Photographs must be printed on normal thin photographic paper and must not be glazed on the reverse side.
• The recommender is required to endorse the reverse side of one copy of the photographs with the words: “I certify that this is a true likeness of the passport holder “Mr./Mrs./Miss...” and add his or her signature.
### 1 PERSONAL DATA

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>MR.</th>
<th>MRS.</th>
<th>MISS</th>
<th>OTHER (SPECIFY: …………………….)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MARITAL STATUS:</th>
<th>SINGLE</th>
<th>WIDOWED</th>
<th>MARRIED</th>
<th>RE-MARRIED</th>
<th>DIVORCED</th>
<th>SEPARATED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LAST NAME (FAMILY NAME):</th>
<th>FIRST, SECOND, THIRD NAME(S):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MAIDEN NAME (IF MARRIED FEMALE):</th>
<th>ORIGINAL NAME (IF NAME CHANGE OTHER THAN BY MARRIAGE):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH (DD/MM/YY):</th>
<th>PLACE OF BIRTH:</th>
<th>AGE LAST BIRTHDAY:</th>
<th>NATIONALITY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEX:</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HEIGHT:</th>
<th>COLOUR OF EYES:</th>
<th>COLOUR OF HAIR:</th>
<th>SPECIAL PECULIARITIES (VISIBLE):</th>
</tr>
</thead>
<tbody>
<tr>
<td>…… FT. …. INS.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTRY OF RESIDENCE:</th>
<th>PRESENT ADDRESS:</th>
<th>PERMANENT ADDRESS:</th>
<th>TELEPHONE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION:</th>
<th>EMAIL:</th>
</tr>
</thead>
</table>

### 2 IF MARRIED, DIVORCED, SEPARATED OR WIDOWED, INFORMATION ON SPOUSE OR FORMER SPOUSE

<table>
<thead>
<tr>
<th>LAST NAME (FAMILY NAME):</th>
<th>FIRST, SECOND, THIRD NAME(S):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MAIDEN NAME (IF FEMALE):</th>
<th>COUNTRY OF BIRTH:</th>
<th>NATIONALITY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF MARITALITY (DD/MM/YY):</th>
<th>PLACE OF MARITALITY:</th>
<th>OCCUPATION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PERMANENT ADDRESS:</th>
<th>MAILING ADDRESS:</th>
<th>TELEPHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE WHETHER MARRIED MORE THAN ONCE:</th>
</tr>
</thead>
</table>

*(If more than once, particulars of previous marriage or marriages should be given in section 9 on page 3.)*
### PARTICULARS OF PARENTS

**FATHER**
- Last Name:  
- First and Second Name(s):  
- Date of Birth (dd/mm/yy):  
- Place of Birth:  
- Profession:  

**MOTHER**
- Last Name:  
- First and Second Name(s):  
- Date of Birth (dd/mm/yy):  
- Place of Birth:  
- Profession:  

**MARRIAGE**
- Date of Marriage (dd/mm/yy):  
- Place of Marriage:  
- Country of Marriage:  

### CITIZENSHIP OF PASSPORT HOLDER
- Citizen of Grenada by:  
  - Birth  
  - Naturalization  
  - Investment  
  - Descent  
  - Registration  

*If a citizen of Grenada by birth, attach birth certificate of passport holder.*  
*If a citizen of Grenada by descent, attach birth certificate of parent(s), or give particulars of certificate of naturalization, registration or investment and attach a certified copy thereof.*  

- Type of Certificate:  
- Certificate No.  
- Date of Issue (dd/mm/yy):  
- Place of Issue:  

*If a citizen of Grenada by naturalization, registration or investment, give particulars of certificate naturalization, registration or investment and attach a certified copy of same.*  

- Type of Document:  
- Document No.  
- Date of Issue (dd/mm/yy):  
- Place of Issue:  

### PASSPORT REQUIRED FOR TRAVELLING TO:

### PURPOSE OF TRAVEL:

### IF PREVIOUS PASSPORT LOST, STOLEN OR DAMAGED

- Passport No:  
- Full name at issue:  
- Place of Issue:  
- Date of Issue (dd/mm/yy):  
- Place of loss:  
- Date of loss (dd/mm/yy):  
- Has loss been reported to the Police? (If yes, attach copy of police report)  

How did loss occur?  
What measures were taken at time to report loss and to obtain recovery?
DECLARATION OF APPLICANT

☐ I declare that the information given in the application is correct to the best of my knowledge and belief, and

☐ That the passport holder has not lost the status of citizen of Grenada, and

Choose one of the following

☐ That the passport holder has not held or applied for any passport whatsoever.

☐ That all previous Grenadian passports granted to me have been surrendered other than passport or travel document number ……………….. which is now attached and that I have made no other application for a passport since the passport or travel document was issued to me.

☐ That the passport holder has lost the previous passport.

I certify that I have read and understood all the questions set forth in this application and the answers that I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false, incomplete or misleading information may result in delays in the issuance of a passport and can lead to having criminal proceedings taken against me. I understand that a passport is the property of the Government of Grenada and can be recalled at any time.

Signature: ………………………………………. Date: ……………………………
Relationship of applicant to passport holder: ………………………………………
FOR OFFICIAL USE ONLY

DOCUMENTS PRODUCED TO BE NOTED:

<table>
<thead>
<tr>
<th>Passport Holder’s Birth Certificate</th>
<th>Previous Passport</th>
<th>Parent(s) Birth Certificate</th>
<th>Marriage Certificate</th>
<th>Affidavit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorcee Certificate</td>
<td>Certificate of Registration, Naturalization or Investment</td>
<td>Letter of Consent</td>
<td>Deed Poll</td>
<td>Photos</td>
</tr>
</tbody>
</table>

OTHER DOCUMENTS

PLACE WHERE APPLICATION WAS RECEIVED:

St. George’s, Grenville, Carriacou, Gouyave, New York, Washington, London, Canada, Venezuela, Trinidad, Other (specify ………………………………..………)

Receipt No. ………………………………………………………………………………………………………………………………………

Received by ………………………………………………………………………………………………………………………………………

Checked & Approved by …………………………………………………………………………………………………………………

Supervised by ………………………………………………………………………………………………………………………………………

Passport No. ………………………………………………………………………………………………………………………………………

Date Issued ………………………………………………………………………………………………………………………………………

Date Expired ………………………………………………………………………………………………………………………………………

Authority Signature ……………………………………………………………………………………………………………………………

Amount of Fees Paid

Passport:

Express Service:

Urgent Service:

Total:

DISTRIBUTION

Delivered to ………………………………………………………………………………………………………………………………………

Delivered by ………………………………………………………………………………………………………………………………………