



## CONSULATE GENERAL OF GRENADA

### APPLICATION REQUIREMENTS FOR CHANGE OF NAME ON VALID CARIBBEAN COMMUNITY GRENADA MACHINE READABLE EPASSPORT

1. **Please also read and follow instruction on the first page of application form.** IF MAILING YOUR APPLICATION, **PLEASE USE AN EXPRESS SERVICE THAT CAN BE TRACKED.**
2. Applicant **must sign** the form in the space provided above **Section 1** and in **Section 10**.
3. Applications **must** be completed using **BLUE** or **BLACK** ink and in **BLOCK CAPITAL** letters.
4. Applicant **must** complete **Sections 1, 3, 4, 5, 7, 10 & 11** and if applicable **Sections 2, 8 & 9**.
5. Applicants who are married, divorced, separated **must** also complete **Section 2**.
6. Applicants born outside of Grenada, **must** also complete **Section 4**.
7. **Section 11:** - Recommender, **CANNOT** be a **relative** (*direct or in-law*) of the applicant and **must** also endorse the reverse side of **one** of the applicant's photos as indicated in the instructions on the first page of the application. See **RECOMMENDER** and **PHOTOGRAPHS** sections of the Passport Application Instructions for details (***"I certify that this is a true likeness of the passport holder Mr./Mrs./Ms./Miss ....."***). Should you not live near a Grenadian who can be your Recommender, please have an Attorney or Notary Public complete Section 11 minus the second paragraph (*concerning the amount of time they have known you*). Have them draw a line through **Grenada** and put their country of citizenship and if it is a Notary Public completing the section, have them draw a line through **attorney-at-law** and input **Notary Public**.
8. Two passport size photos no more than six (6) months old **must** be submitted with the application. The **Recommender** in section 11 **must** endorse the reverse side of one of the photos. See **item 8** above for details.
9. Specifications for photographs:
  - i. No glasses.
  - ii. No hair bands visible.
  - iii. No big earrings.
  - iv. Ears must be visible.
  - v. Hair **must** be away from face and not covering the forehead or ears.
  - vi. Chest **must** be covered.
10. Children under the age of 16 years must have written consent of parent/legal guardian when applying for a passport.
11. Applicants *if married*, **must** supply their **original Marriage Certificate**. If **divorced**, please supply **original Divorce Decree**. All documents will be returned with the new passport.
12. Applicant **must** submit the following with their application:
  - i. Completed application, and
  - ii. **Original** birth certificate, and
  - iii. **Original** marriage certificate or divorce decree (*if applicable*), and
  - iv. Coloured copy of your **Driver's License/Non-Driver's Identification** (*if applicable*), and
  - v. Coloured copy of your **Foreign Passport** (*if applicable*), and
  - vi. Certificate of Naturalisation or Registration (*if applicable*), and
  - vii. **Must** surrender current passport with application, and
  - viii. Two (2) passport photos; 1 endorsed by the Recommender, and
  - ix. In the case of a child under 18 years, letter of consent from spouse not completing application, and
  - x. Money orders for application process (\$250 for application and \$45 courier fee if on USA mainland and \$75 outside USA mainland).

## **Fee Schedule Updated 1<sup>st</sup> November 2019**

**PLEASE READ ALL INSTRUCTIONS ON APPLICATION FORM AND PRECEDING FOR FURTHER DETAILS**

<b>Caribbean Community Grenada Passport Fee Schedule <i>within the USA</i></b>	
<b>Item</b>	<b>Fees</b>
New Caribbean Community Grenada ePassport (36 pages)	<b>US\$250</b>
Express Service Fee ( <i>returns in approximately seven business days</i> )	<b>US\$50</b>

<b>Return Postage and Handling Fees if you live <i>within</i> mainland USA</b>	
Overnight Express Mail ( <i>FedEx</i> )	<b>US\$45</b>
<b>Return Postage and Handling Fees if you live <i>outside</i> mainland USA</b>	
International Express Mail ( <i>FedEx</i> )	<b>US\$75</b>

<p><b><u>NO</u> PERSONAL OR COMPANY CHEQUES ARE ACCEPTED</b> CASH ACCEPTED IN PERSON <b><u>ONLY</u></b></p> <p>CERTIFIED CHEQUES AND MONEY ORDERS (PAYABLE TO <b>EMBASSY OF GRENADA</b>)</p> <p>PASSPORT APPLICATION FEES AND COURIER FEES <b><u>MUST</u></b> BE <b><u>SEPARATE</u></b> MONEY ORDERS OR ENTIRE APPLICATION WILL BE RETURNED.</p>
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**Failure to follow all the preceding instructions will result in  
unnecessary delays in processing and obtaining your passport.**

**Mail To:  
Consulate General of Grenada**

11900 Biscayne Boulevard • Suite 740 • North Miami, FL 33181-2733  
Tel. (305) 570-2716 • Fax. (305) 397-2441 • WhatsApp (305) 465-1957  
eMail [miami@mofa.gov.gd](mailto:miami@mofa.gov.gd) • Website <https://www.GrenadaConsulateMiami.com>



## PART A

### INSTRUCTIONS FOR COMPLETION OF CARIBBEAN COMMUNITY GRENADA PASSPORT APPLICATION FORM

(regulations 3 and 4)

#### 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.



# PART B

(regulations 3 and 4)

## CARIBBEAN COMMUNITY GRENADA PASSPORT APPLICATION FORM

Signature of Passport Holder in the middle of the space provided.

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X

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(Leave this space blank if applying for a passport for a person unable to sign.)

1	<b>PERSONAL DATA</b>				
	TITLE: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify:.....)		MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Re-married <input type="checkbox"/> Separated		
	LAST NAME (Family Name):		FIRST, SECOND, THIRD NAME(S):		
	MAIDEN NAME (if Married Female):		ORIGINAL NAME (if name changed other than by marriage):		
	Date of Birth (dd/mm/yy): ...../...../.....		Place of Birth:	Age Last Birthday:	Nationality:
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height: ..... ft. .... ins.	Colour of Eyes:	Colour of Hair:	Special Peculiarities (Visible):
	Country of Residence:	Present Address:	Permanent Address:	Telephone:	
	Occupation:			Fax:	
				E-mail:	
	2	<b>IF MARRIED, DIVORCE, SEPARATED OR WIDOWED, INFORMATION ON SPOUSE OR FORMER SPOUSE</b>			
LAST NAME (Family Name):		FIRST, SECOND, THIRD NAME(S):			
MAIDEN NAME (if Female):		Country of Birth:	Nationality:		
Date of Marriage (dd/mm/yy): ...../...../.....		Place of Marriage:		Occupation:	
Permanent Address:		Mailing Address:		Telephone:	
			Fax:		
			Email:		
State whether married more than once ..... (If more than once, particulars of previous marriage or marriages should be given in section 9 on page 3.)					

3	<b>PARTICULARS OF PARENTS</b>			
	<b>FATHER</b>			
	Last Name:		First and Second Name(s):	
	Date of Birth (dd/mm/yy):	Place of Birth:	Profession:	
	<b>MOTHER</b>			
	Last Name:		First and Second Name(s):	
	Date of Birth (dd/mm/yy):	Place of Birth:	Profession:	
4	<b>MARRIAGE</b>			
	Date of Marriage (dd/mm/yy):	Place of Marriage:	Country of Marriage:	
4	<b>CITIZENSHIP OF PASSPORT HOLDER</b>			
	Citizen of Grenada by:			
	<input type="checkbox"/> Birth <input type="checkbox"/> Naturalization <input type="checkbox"/> Investment			
	<input type="checkbox"/> Descent <input type="checkbox"/> Registration			
	<i>If a citizen of Grenada by birth, attach birth certificate of passport holder.</i>			
	<i>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.</i>			
	Type of Certificate:	Certificate No.	Date of Issue (dd/mm/yy):	Place of Issue:
<i>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.</i>				
Type of Document:	Document No.	Date of Issue (dd/mm/yy):	Place of Issue:	
5	<b>PASSPORT REQUIRED FOR TRAVELLING TO:</b>			
	<b>PURPOSE OF TRAVEL:</b>			
6	<b>IF PREVIOUS PASSPORT LOST, STOLEN OR DAMAGED</b>			
	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? <i>(If yes, attach copy of police report)</i>	
	How did loss occur?			
	What measures were taken at time to report loss and to obtain recovery?			

<b>7</b>	<b>CONTACT IN CASE OF EMERGENCY</b>		
	Full Name:	Address:	Telephone:
	Relationship:		Fax:
			Email:

  

<b>8</b>	<b>IF MINOR OR PERSON WITH MENTAL INCAPACITY, LEGAL GUARDIAN'S CONSENT</b>		
	<p>I (name of legal guardian) ..... the (relationship) ..... of (name of passport holder) ..... hereby give my consent for him or her to hold a passport.</p> <p>Signature .....</p> <p><i>(Where legal guardian unable to sign the form, a consent letter may be submitted with the form.)</i></p>		

  

<b>9</b>	<b>SUPPLEMENTARY INFORMATION</b>		
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		

  

<b>10</b>	<b>DECLARATION OF APPLICANT</b>		
	<p><input type="checkbox"/> I declare that the information given in the application is correct to the best of my knowledge and belief, and</p> <p><input type="checkbox"/> That the passport holder has not lost the status of citizen of Grenada, and</p> <p><i>Choose one of the following:</i></p> <p><input type="checkbox"/> That the passport holder has not held or applied for any passport whatsoever.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> That the passport holder has lost the previous passport.</p> <p>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.</p> <p><b>Signature:</b> ..... <b>Date:</b> .....</p> <p><b>Relationship of applicant to passport holder:</b> .....</p>		

<b>11</b>	<p><b>DECLARATION OF RECOMMENDER</b></p> <p>I (name in capitals) ..... a citizen of Grenada/an attorney-at-law declare that to the best of my knowledge and belief that declaration with respect to and the description of Mr./Mrs./Miss. .... are true and that I can from my personal knowledge of him/her vouch for him/her as a fit and proper person to receive a passport.</p> <p>I have known the passport holder [or in the case of a person under 16 years or with a mental incapacity I have known the applicant Mr./Mrs./Miss. ....] for ..... years.</p> <p>This ..... day of ..... 20.....      Signature: .....</p> <p>Profession: .....      Address: .....</p> <p style="text-align: center;">.....</p> <p>Telephone No: .....      E-mail: .....</p>
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<b>FOR OFFICIAL USE ONLY</b>				
<b>DOCUMENTS PRODUCED TO BE NOTED:</b>				
Passport Holder's Birth Certificate	Previous Passport	Parent(s) Birth Certificate	Marriage Certificate	Affidavit
Divorcee Certificate	Certificate of Registration, Naturalization or Investment	Letter of Consent	Deed Poll	Photos
<b>OTHER DOCUMENTS</b>				
<p><b>PLACE WHERE APPLICATION WAS RECEIVED:</b></p> <p>St. George's, Grenville, Carriacou, Gouyave, New York, Washington, London, Canada, Venezuela, Trinidad, Other (specify .....)</p>				
<p><b>Receipt No.</b> .....</p> <p>Received by .....      Date .....</p> <p>Checked &amp; Approved by .....      Date .....</p> <p>Supervised by .....      Date .....</p> <p>Passport No. ....</p> <p>Date Issued .....</p> <p>Date Expired .....</p> <p>Authority Signature .....</p>			<p style="text-align: center;"><u><b>Amount of Fees Paid</b></u></p> <p><b>Passport:</b></p> <p><b>Express Service:</b></p> <p><b>Urgent Service:</b></p> <p><b>Total:</b></p>	
<b>DISTRIBUTION</b>				
<p>Delivered to .....      Date .....</p> <p>Delivered by .....      Date .....</p>				