



CONSULATE GENERAL OF SAINT LUCIA

**EMERGENCY TRAVEL DOCUMENT INSTRUCTION GUIDE**

**In order to complete the processing of an Emergency Travel Document the following must be provided:**

1. A completed Emergency Travel Document Application form. ☐
2. Three (3) identical recent passport photographs (Size: 2 in. x 1-1/2 in). ☐
3. Proof of Saint Lucia Nationality. The following documents may be submitted as proof of Saint Lucia nationality: Expired Saint Lucian Passport, a Saint Lucia Driver's Licence or a Saint Lucia Identification Card). Please note that a Saint Lucia Birth Certificate alone is not sufficient. This means that the applicant's identification will have to be verified prior to the emergency travel document being issued. ☐  
  
If passport is lost, a **police report** is required. The police report must be faxed directly from police department to the Consulate at 416 203 8486. Please note that if your passport is lost or damaged, a **Statement of Witness form** must also be completed and accompany the Emergency Travel Document Application form.
4. A complete flight Itinerary and proof of the purchase of the flight. ☐
5. A Money order in the amount of **\$30.00** must be made payable to the "**Consulate General of Saint Lucia**". The applicant's name and address must be printed on the money order. It is the Applicant's responsibility to ensure that the flight arrangements the use of an emergency travel document. **The fee is non-refundable.** ☐
6. The applicant's full address must be filled in and should include the postal code. ☐
7. The applicant's must provide a next of kin on the application for and the person's full address must be filled in and should also include their postal code. ☐
8. The processing time for an Emergency Travel Document is five (5) working days. ☐

