



CARIB
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COMMONWEALTH OF DOMINICA
Citizenship-By-Investment

APPLICATION GUIDE

Please consider the following instructions carefully to complete your application.

A. Sign the official forms:	<ul style="list-style-type: none">- Sign in black ink.- Do not date the forms.- For below 18 dependents, either both parents (or the legal guardian) should sign.
B. Fill the Questionnaire:	<ul style="list-style-type: none">- Write clearly in block capitals English.- If necessary, re-write and amend the information and use back of the page to supply additional information.
C. Complete the required Documents:	<ul style="list-style-type: none">- All provided documents must be “Attested Copy of the Original” and in English (or translated).- Police certificate or the “Certificate of No Criminal Record” to be provided from country of origin, country of residence and any country stayed more than 1 year within the past 10 years.
D. Important Points:	<ul style="list-style-type: none">- Ensure all the provided information are true and correct. The Citizenship Application could be affected and declined in case false statements provided or omit information requested.- All the application forms are official governmental forms and will be examined by the Citizenship Unit of the government of Commonwealth of Dominica.- Do not hesitate to contact us if you have any questions or query, we will assist you to complete the documents and information as required by the Citizenship Unit.

Please do not hesitate to contact us if you have any questions regarding any of the required items.

<i>Items</i>		<i>Instruction</i>
1.	*QUESTIONNAIRE (DQ)	Main Applicant, Spouse and Parents (if apply together) -- fill completely. • Answer all the questions accurately and clearly and use free space back of the page if required. This will be used as the main source of information to fill the original Citizenship Application Forms.
2.	*AGREEMENT (DA)	Main Applicant only -- just sign. • Read through and sign the Agreement. Contact us for any query.
3.	*LIMITED POWER OF ATTORNEY (DPOA)	Main Applicant only -- just sign. • To be signed by the Main Applicant as the family guardian.
4.	*DISCLOSURE FORM (D1)	All Applicants -- just sign Do not date the form. • One form for each person to be signed. Leave the form blank so it can be filled by our staff to avoid any delay. If you decide to fill the forms by yourself make sure every single question is answered accurately and clearly. Don't date the form as it's valid for 3 months from dated time. • For children who are below the age of 18 , both Parents must sign the D1 form as the legal guardians. In case one parent has sole custody over the child, or other person is the legal guardian, then appropriate legal documentation must be provided.
5.	* FORM 12 > <u>Two(2) set of the same</u>	All Applicants -- just sign without Date. • Two (2) sets of this form to be signed by each person. • For children who are below the age of 18 , both Parents should sign instead. - The "REFERENCE" section can be left blank.
6.	*FINGERPRINT AND PHOTOGRAPH VERIFICATION FORM (D2) > <u>Valid for 3 months</u>	Over 16 years only – sign and confirm by authorities. - <u>Part I</u> to be signed by the Applicant. - <u>Part II</u> to be completed by Police, Notary public or Ministry of Justice Official recording the Fingerprints. • By stamping this form they should confirm the photo attached to this Form, signature and finger prints belong to the named Applicant.
7.	*MEDICAL QUESTIONNAIRE (D3) > <u>Valid for 3 months</u>	All Applicants -- complete and stamp by a Medical Doctor. • Ask a physician to do a standard health check and fill in the Medical Certificate by referring to the test results to describe the health situation for each applicant. In case the doctor stamp is not English, his/her Name and license number to be written next to it or the stamp to be translated.
8.	BLOOD AND URINE TEST RESULTS > <u>Valid for 3 months</u>	All Applicants – including the negative HIV test result. • Provide original lab results clearly mentioning your complete name (exactly same as passport) in English and make sure all the dates is in Julian and results in English. The Blood test should include the HIV (AIDS) result and Urine test includes all the points mentioned in the Form. - A translated copy of the Vaccination Card can be provided for Children under age of 5 instead.
9.	*INVESTMENT AGREEMENT (D4)	Main Applicant only -- just sign without date. • This is to confirm the investment contribution based on number of applicants.
10.	*PASSPORT APPLICATION FORM (Form A) > <u>Valid for 3 months</u>	All Applicants -- just sign required sections without date. - Every 16 years and above : sign within the box on top of page 2 without touching or getting close to the line; also the section 7 on page 3. - Every 8 to 16 years : sign the box on top of page 2. Then Main Applicant should sign both section 6 and 7 on page 3 as the legal guardian. - Every below 8 years : just the Main Applicant signs both section 6 and 7 on page 3; no signature on page 2 is required at all.

11.	PASSPORT PHOTOS > <u>8 photographs</u>	<p>All Applicants -- 8 coloured, full face, passport size photos.</p> <ul style="list-style-type: none"> • Not taken more than 6 months ago. • Passport size (approximately 45x35mm). • Straight look, with open eyes in natural look without smile or anger. • A full front close up view of the head and 70% to 80% of the shoulders. • Without dark eyeglasses; prescribed ones are fine as long as eyes are visible. • True image with a plain white background, not altered or photoshopped. • Contrast with background, i.e: without white shirt on white background. • Full face including forehead, both ears and hairline to be clearly shown even if wearing headscarf (hijab). Only to wear plain black scarf if required.
12.	PASSPORT COPY	<p>All Applicants -- certified.</p> <ul style="list-style-type: none"> • Including all pages with any information, details, residency or valid visas.
13.	NATIONAL ID CARD COPY	<p>All Applicants -- translated and certified.</p> <ul style="list-style-type: none"> • Include both sides of the ID card.
14.	BIRTH CERTIFICATE COPY > <u>Certified Copy in English</u>	<p>All Applicants -- certified and translated.</p> <ul style="list-style-type: none"> • Submission of certified and translated copies of the complete birth certificate or equivalent document (such as a certified copy or original excerpt of the entry in the official family register, etc.) as far as it translated under the title: Birth Certificate and includes the Applicant's first and surname spelled exactly as per the passport. -In case of name change, legal documents to be provided.
15.	DRIVER LICENSE COPY	<p>Main Applicant only -- certified and translated copy.</p> <ul style="list-style-type: none"> • An Affidavit to be submitted in case of not holding any driving license.
16.	MILITARY RECORDS	<p>Over 18 years Male applicants only -- certified and translated copy.</p> <ul style="list-style-type: none"> • Certificate of military service completion; exemption card or an official letter explaining the status is required.
17.	MARRIAGE CERTIFICATE or DIVORCE CERTIFICATE	<p>- If Married: Certified translation of complete Marriage certificate.</p> <p>-If divorced: Certified translation of complete Divorce certificate</p>
18.	POLICE CERTIFICATE > <u>Valid for 3 months</u>	<p>-All over the age of 16: Original police certificate(s) from country of origin + country of citizenship + any other country more than 12 months over the past 10 years. A stamped Fingerprints Card can be used instead of D2 form.</p> <p>-All between 12 to 16 years: A sworn affidavit from the Main Applicant as the legal guardian, confirming the child never committed.</p>
19.	EVIDENCE OF RESIDENTIAL ADDRESS > <u>Not older than 3 months</u>	<p>Addressed to the Main Applicant's name -- Original document.</p> <ul style="list-style-type: none"> • A translated copy of an original recent utility bill, Tenancy contract, bank statement, chartered accountant, notary public or a Lawyer confirmation letter with full name and complete residential address of Main Applicant.
20.	Personal CV (RESUME) > <u>Sample available</u>	<p>Over 18 years only -- A detailed cv/resume indicating your occupation, business background, education history, personal information and hobbies.</p>
21.	EDUCATIONAL RECORD/ENROLLMENT LETTER	<p>All Applicants --Translated and certified.</p> <p>-If Graduated: Certified translated copy of your last degree.</p> <p>-If Studying: An official transcript or original letter from school or university confirming the enrollment and course subject.</p>
22.	Two PERSONAL REFERENCE LETTERS > <u>Valid for 3 months</u> > <u>Samples available</u>	<p>For all over the age of 18: -- In English with signature and contact details.</p> <ul style="list-style-type: none"> • Two letters from 2 people who can be either Friend or Colleague but not a Family member, confirming they know you at least for the least 5 years. • Same two can refer other applicants with separate letters if required. • It doesn't have to be in Letterhead as far as the full address and contact details mentioned.

23.	One PROFESSIONAL REFERENCE > <u>Valid for 3 months</u> > <u>Sample available</u>	Main Applicant only -- in English with stamp and Letterhead. <ul style="list-style-type: none"> • A reference letter issued by an external business partner, physician, attorney, notary public, chartered accountant or other professional of similar standing. - A sample of how such a reference letter may be worded is available upon your request. You should however not use the exact text but rather as an indication of what such a letter may state.
24.	BANK REFERENCE LETTER > <u>Valid for 3 months</u>	Main Applicant only -- original letter in English (or translated). <ul style="list-style-type: none"> • An original signed and stamped letter on the bank letterhead confirming you have personal account with them for at least 2 years.
25.	Personal BANK STATEMENTS > <u>For the last 12 months</u>	Main Applicant -- the bank statements should clearly reflect the Main Applicant's ability to meet the necessary funding requirements. This may take in the form of one or a combination of accounts, including Certificates of Deposits.
26.	EVIDENCE OF INCOME/WEALTH - > <u>Valid for 3 months</u> > <u>Samples available</u>	Main Applicant -- and Spouse (if working). - EMPLOYMENT DOCUMENTS IF EMPLOYED -- CURRENT EMPLOYMENT LETTER <ul style="list-style-type: none"> • Original letter of Employment indicating Main Applicant's complete name and duration of employment in the company letterhead with full contact details and original stamp, signature and designation of the signatory. OR IF SELF-EMPLOYED -- COMPANY DOCUMENTS and AUDITED FINANCIAL STATEMENT <ul style="list-style-type: none"> • Certified copy of Company Documents such as the Trade License, Share Certificate, Memorandum of Association, Partners List and etc. • Most recent annual Audited Financial Statements of main business. - OTHER FINANCIAL DOCUMENTS <ul style="list-style-type: none"> • All the Real Estate title deeds; Rented Properties, etc. • Any financial document confirming other investments such as bonds, shares, short and long term deposits, etc.
27.	*OFFICIAL LETTERS > <u>Letters to the Government</u>	All Applicants -- Oath of Allegiance. Main Applicant only – also to sign: <ol style="list-style-type: none"> 1. Letter to the Minister 2. Letter to the Immigration 3. Statutory Declaration 4. Affidavit of Source of Funds 5. Affidavit for Children 18 and above (if applies)
28.	Payments	First and Second payments as per the Invoice, Final payment after the Approval.
<p>*All documents with a star sign * will be provided by us once initial payment received. -It's strongly advised not to date the government Forms as they are valid only for 3 months. -Samples of Professional & Personal Reference Letters, Audited Financial Statement, Resume and other documents can be provided upon request.</p>		

FINAL CHECKLIST

This checklist shows all forms and documents which must be included with your application. Use it as a final checklist to ensure that your documentation is complete before you send it to *Carib International*.

Required Items		Number of Applicants									
		1	2	3	4	5	6	7	8	9	10
1.	*QUESTIONNAIRE (DQ)	<input type="checkbox"/>	<input type="checkbox"/>								
2.	*CLIENT AGREEMENT (DA)	<input type="checkbox"/>									
3.	*LIMITED POWER OF ATTORNEY (DPOA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	*DISCLOSURE FORM (D1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	*FORM 12 (2 SETS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	*FINGERPRINT AND PHOTOGRAPH FORM (D2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	*MEDICAL QUESTIONNAIRE FORM (D3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	URINE & BLOOD TEST + HIV TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	*INVESTMENT AGREEMENT FORM (D4)	<input type="checkbox"/>									
10.	*PASSPORT APPLICATION FORM (FORM A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	PASSPORT PHOTOS (8 PCS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	PASSPORT COPY (RESIDENCE PERMIT/VISA COPY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	NATIONAL ID/SOCIAL SECURITY CARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	BIRTH CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	DRIVER LICENSE	<input type="checkbox"/>									
16.	MILITARY SERVICE/ EXEMPTION CARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	MARRIAGE/DIVORCE CERTIFICATE	<input type="checkbox"/>									
18.	POLICE CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	PROOF OF RESIDENTIAL ADDRESS	<input type="checkbox"/>									
20.	DETAILED RESUME(CV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	DEGREE CERTIFICATE/ENROLLMENT LETTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Two PERSONAL REFERENCE LETTERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	One PROFESSIONAL REFERENCE LETTER	<input type="checkbox"/>									
24.	BANK REFERENCE LETTER	<input type="checkbox"/>									
25.	BANK STATEMENTS (12 Months)	<input type="checkbox"/>									
26.	EVIDENCE OF INCOME/WEALTH	<input type="checkbox"/>	<input type="checkbox"/>								
27.	LETTERS TO THE CITIZENSHIP UNIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	PAYMENTS	<input type="checkbox"/>	<input type="checkbox"/>								

In case of having any further query and if you are unable to find above information satisfactory, do not hesitate to contact us directly.