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THE CITIZENSHIP-BY-INVESTMENT PROGRAMME OF ST. KITTS AND NEVIS

APPLICATION GUIDE

This serves as guidance for an accurate Citizenship-by-Investment application completion. Please study the following guidelines carefully in completing your application as it can only be successfully lodged to the Citizenship by Investment Unit (the Government Authority responsible for processing all applications and to operate the Program) once all requisite documentation and information are complete and in order. We are at your disposal for any question or clarification you may require.

If more than one person applies, either as a couple or a family, **one set of forms** is to be completed for each applicant. Only **original forms must be used, photocopies are not acceptable**. One set of forms for each applicant is provided by our office upon initial fees payment. However, if any of the forms is damaged, another set will be provided and charged to the client.

We will only require your signature on all the forms, as applicable. Hence, **please do not fill the forms by yourself** and allow our experienced staff to take care of this on your behalf, based on your provided information.

Each form should be signed personally, except for children who cannot sign yet. For children who are below the age of 16, both parents must sign the forms (as applicable) on behalf of the child as their legal guardians. In case one parent has sole custody over the child, or other person(s) is (are) the legal guardian(s), then appropriate documentation must be provided.

All applications made will be examined by the Government of St. Kitts & Nevis. Thus, please ensure that all the information provided in your application are true and correct. If you make false statements or omit any information as requested, your citizenship application could be declined or worse, you may face criminal proceedings.

All documents included in your application must be in English, or if the original language of the document(s) is not English, the documents must be accompanied by **authenticated translations**. “Authenticated translation” means a translation done by either a professional translator who is officially accredited to a court of law, a government agency, an international organization, or similar official institution; or if done in a country where there are no officially accredited translators, a translation done by a company whose sole or main business is doing professional translations is acceptable providing it is certified thereafter.

If a document is required to be submitted as a “**certified copy**”, this means a photocopy certified by a notary public to be a true copy of the original. However, if the document is issued or certified by a Government Authority such as the Ministry of Foreign Affairs or a Consular Office, then notary public certification is not required.

Police certificate (sometimes also referred to as “certificate of no criminal record” or “police clearance certificate”) means a confirmation from a national law enforcement authority (usually the police or a department at the Ministry of Justice or a similar Government Authority) that you have **no criminal record**. In most countries, police certificates are easily available upon request from a central police/government office.

Note that applications can only be submitted and processed if all forms are properly completed, signed, and **accompanied by all requirements as listed below**.

The following is a checklist of all documents and forms required with clear instructions in procuring of each item. This will enable you to comply with all the requirements correctly and efficiently.

Item		Instruction
1.	*QUESTIONNAIRE	<u>Main Applicant, Spouse and Parents (if applicable)</u> – fill completely. Please answer all questions clearly and accurately. This will be the main source of information to be used in filling out your application forms by our staff on your behalf.
2.	*CLIENT AGREEMENT (two copies) (A1)	<u>Main Applicant only</u> – requires signature. Only the main applicant must sign the Client Agreement. One copy is for the client’s record and the other copy is for our office file.
3.	*LIMITED POWER OF ATTORNEY (A2)	<u>For each applicant of 18 years and older</u> – requires signature. Must be signed by every applicant aged 18 years and above, who is included in the application.
4.	*CITIZENSHIP APPLICATION FORM (C1)	<u>For each applicant including children</u> – requires signature. C1 form is provided for each applicant and requires signature. We will fill the form on your behalf but if you decide to fill the form by yourself, make sure every single question is answered accurately and in accordance with the information on the documents provided. In that case, write “N/A” in the sections which may not be applicable. Also be reminded that you will be charged for any costs of re-obtaining new set of forms if the current set is damaged. For children who are below the age of 16, both parents must sign the C1 form on behalf of the minor. If only one parent is applying for the citizenship, An Affidavit of Consent with the consenting parent’s certified copy of official ID must be submitted, and both parents must sign the C1 form. In cases where the Main Applicant has full legal custody of a dependent minor, or the non-applying parent is deceased, the Main Applicant must provide the relevant certified documentation in support of the particular circumstances.
5.	*PASSPORT APPLICATION FORM (P1)	<u>For each applicant including children</u> – requires signature. To correctly sign the form please note the following: <ul style="list-style-type: none"> • Each applicant aged 16 years and above must sign within the marks on top of page 2 without touching the lines, as well as in section 8 on page 3 of the form. • Applicants aged 8 to 15 years need to sign or write his/her full name (if he/she doesn’t have a signature) in one line and in block capital letters within the marks on top of page 2 of the form. Then the Main Applicant (parent/legal guardian) should sign section 7 on page 3 on behalf of the child. • For children aged 0-7 years, only section 7 on page 3 has to be signed by the Main Applicant (as the parent/legal guardian). Leave the box on top of page 2 blank. Please do not date and leave all sections blank.
6.	*PHOTOGRAPH AND SIGNATURE CERTIFICATE (C2)	<u>For each applicant including children</u> – requires signature. Should be certified by an Attorney or Notary Public, confirming the identity of the person whose details appear on the form. Certification should be in English. The same form must be used by adults and children. For children, sign or write full name same as Passport Form.
7.	PHOTOGRAPHS > <u>6 photos</u>	<u>For each applicant including children</u> – recent colour photographs. The photos should be passport size (approximately 35x45mm) and must be taken less than six months ago. The photos must be: <ul style="list-style-type: none"> • A full front close up view of the head and shoulders with the head

		<p>covering 70% to 80% of the photograph.</p> <ul style="list-style-type: none"> • Without sunglasses. Prescription glasses may be worn as long as eyes are still visible. • Show you are looking straight to the camera, your eyes open, no hair in your eyes and without any head covering. If the applicant has to wear scarf based on religious belief, make sure full face with the hairline and both ears are clearly shown. Only plain black scarf is allowed and it should be pulled back a bit to show hairline and should be behind both ears. • Be taken with neutral expression (not smiling or frowning) with your mouth closed. • A true image and not altered in any way, with a plain, light coloured background, clear, sharp and in focus. • Photo should be of good quality colour and on high quality paper. • The photos must be the same in all aspects, of which one to be certified as true likeness of the applicant and one to be attached to C2 form.
8.	<p>*MEDICAL CERTIFICATE (C3) ><u>Valid for 3 months</u></p>	<p>For each applicant including children – completed and stamped by a <u>Medical Doctor</u>. Ask a physician to do a standard health check and complete the Medical Certificate confirming the health situation of each applicant. Doctor’s stamp should be in English. The Medical Certificate should not be older than 3 months upon application submission. (Please leave the address blank in your details section, so we can later write your address based on your submitted evidence of address.)</p>
9.	<p>HIV (AIDS) TEST REPORT ><u>valid for 3 months</u></p>	<p>For each applicant (Children under 5 years old are exempted) Provide original HIV (AIDS) test report with negative result showing clearly first name and surname in English as shown in your passport. Gregorian date format should be used and report should not be older than 3 months upon application submission.</p>
10.	<p>*INVESTMENT CONFIRMATION (C4) / CONTRACT FOR PURCHASE AND SALE</p>	<p>Main Applicant only – requires signature. *Investment Confirmation (C4) is to be signed by the Main Applicant for SIDF application. *A completed Contract for Purchase and Sale signed by the Main Applicant is required for Real Estate/Property Option applications. The client may also be required to sign an Escrow Agreement.</p>
11.	<p>PASSPORT COPY ><u>+Residence Permit</u> (if applicable)</p>	<p>For each applicant including children – certified copy. Biadata page of the passport is required for each applicant showing name, photo, date and place of birth, nationality, date and place of issue, expiry date, passport number and issuing country. Where a child is included in the passport of his/her parent, then the pages showing these details should be also included. A separate set is to be prepared for the child. Also, any page with visa can be included. Make sure all pages are sealed, certified and stamped by the Ministry of Foreign Affairs (or the Consular Office) of issuing country, otherwise by a Notary Public.</p>
12.	<p>IDENTITY CARD COPY</p>	<p>For each applicant including children – certified copy/translation. Every applicant must submit a certified copy or certified translation (if not in English) of the National Identity Card, the name should be the same as passport. An affidavit should be provided for children not holding a National ID.</p>
13.	<p>BIRTH CERTIFICATE ><u>Two certified copies</u></p>	<p>For each applicant including children – two certified copies/translations. Two certified copies or certified translations (if not in English) of full birth certificate or excerpt of full birth record (i.e. a birth document that also includes your parent’s details, or a household register, family book, etc.) for each person included in the application is required. For translated</p>

		<p>certificates, please have the document entitled as Birth Certificate where first name and surname should be translated exactly as shown in your passport.</p> <p>*Both copies have to be translated in the same format and holds original certification stamps.</p> <p>Also if applicable, you must submit a certified copy of documents for proof of name change. You must submit this in case your name has ever been changed other than by marriage.</p>
14.	<p>POLICE CERTIFICATE</p> <p>><u>Valid for 6 months</u></p>	<p><u>For each applicant aged 16 years and older.</u></p> <p>Each person 16 years and older who is included in the application must submit original police certificate(s) or certified translation if not in English (original attached) from country of origin, country of citizenship and from any other country where you have lived more than 1 year over the last 10 years, the names to be indicated as shown in passport.</p>
15.	<p>MARRIAGE CERTIFICATE</p> <p>><u>Two certified copies</u></p>	<p><u>For Main Applicant only – certified copies/translations.</u></p> <p>If you are married, whether you include your spouse in the application or not, two certified copies or certified translations (if not in English) of marriage certificate or excerpt of marriage record are required.</p> <p>*Both copies have to be translated in the same format and holds original certification stamps, the names to be indicated as shown in passports.</p>
16.	<p>DIVORCE CERTIFICATE</p>	<p>If applicable – certified copy/translation.</p> <p>If you are including your children from your previous marriage as a dependent, you must submit a certified copy or certified translation of your divorce certificate or other divorce documents.</p>
17.	<p>MILITARY RECORDS</p>	<p><u>For male applicants aged 18 years and older.</u></p> <p>Male applicants who are citizens of countries with mandatory military service must submit copies of military record or exemption documentation (certified copy or certified translation if not in English) where necessary. If such document is not available, an official letter from the Government is required confirming service and discharge or non-service/exemption.</p>
18.	<p>PROFESSIONAL REFERENCE LETTERS</p> <p>><u>Two different letters required</u></p> <p>><u>Valid for 6 months</u></p> <p>><u>Samples available</u></p>	<p><u>Main Applicant only – in English and printed in letterhead.</u></p> <p>Submit two professional references from different signatories indicating details of the applicant; can be obtained from an external business partner, notary public, an attorney, chartered accountant, or any professional of similar standing and should be signed and dated.</p> <p>A model of how such a reference letter may be worded is available upon request. Please note that these are drafted for sample only and they should be personalized by the person issuing the letter.</p>
19.	<p>BANK REFERENCE LETTER</p> <p>><u>Valid for 6 months</u></p>	<p><u>Main Applicant only – original letter in English</u></p> <p>A letter of reference from a reputable and internationally recognized bank preferably from a personal account is required. The letter must confirm the following:-applicant as a client of the bank, account start date and conduct of as a client. It should be printed on the bank’s letterhead and must be signed by a senior official with the bank’s stamp.</p>
20.	<p>BANK STATEMENTS</p> <p>><u>For the last 12 months</u></p>	<p><u>Main Applicant/Applicant’s Sponsor**</u></p> <p>The bank statements should clearly reflect the applicant’s/sponsor’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.</p>
21.	<p>ORIGINAL DOCUMENT OF EVIDENCE OF RESIDENTIAL ADDRESS</p>	<p><u>In Main Applicant’s name – certified copy/translation (if not original).</u></p> <p>This can be a certified copy or an original recent (not older than 3 months)</p>

	> <u>Not older than 3 months</u>	utility bill showing full name and complete residential address (physical address and not only the postal code) of the main applicant; or a written confirmation from a bank, attorney, chartered accountant or notary public.
22.	DEGREE CERTIFICATES	<u>For each applicant who has obtained a university degree.</u> Where an applicant has declared the attainment of a university degree, a certified copy/translation of the degree certificate is required. If one is unable to present the same, a notarized statement from the university confirming the degree can be submitted.
23.	OTHER DOCUMENTS OF SUPPORT	<u>Original or certified copies or certified translation (if not in English).</u> Include any relevant documents as evidence, explanation or otherwise in support of any of the answers given or statement made on the forms. <ul style="list-style-type: none"> • Certified copy of company documents, e.g. License, Partners List, MOA, Share Certificate, etc. for self-employed applicants • Original letter of employment with remuneration information • Original enrollment confirmation letter from the university registrar for children who are 18 years old and above • Sworn affidavits and/or letters and any other document explaining any discrepancy in the application • Property titles if available
24.	PAYMENT OF REQUIRED INVESTMENT/CONTRIBUTION AND APPLICATION FEES	<u>Evidence of payments according to Invoice</u> The evidence of payment made (i.e. bank transfer receipt, outward payment confirmation or similar) for the required investment/contribution and application fees. All funds must be remitted to the designated account free of all bank and transfer charges , hence make sure to add the bank transfer fees to the required amount.

NOTE: All documents included in the application must be in English, or if the original language of the document(s) is not English, the documents must be accompanied by authenticated/certified translations.

All items indicated with a * symbol in the list above can be obtained from our office upon initial fees payment.

**In cases where an applicant is being sponsored by a person who is not a subject of that application or another independent application, or not a citizen of St. Kitts and Nevis, the Sponsor is required to submit a completed C1 Form, certified copy of a valid passport and National ID, Affidavit of Financial Support along with the bank statements for the last 12 months as stated in *Item 20* above.

The Sponsor is also required to undergo a due diligence background check thus the relevant due diligence fees alongside the requisite documentations indicated above should be submitted at the same time as the applicant's application.

Be kindly advised that it is imperative to submit all the documents listed above as applicable in order to avoid delays in the processing of the application.

Further, please note that submission of all documentations SHOULD NOT EXCEED 3 MONTHS from the date of the Client Agreement signed by the principal applicant.

FINAL CHECKLIST

The following checklist contains all forms and documents which must be included in your application. Please ensure that your application 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 *	<input type="checkbox"/>	<input type="checkbox"/>								
2.	AGREEMENT(A1)*	<input type="checkbox"/>									
3.	LIMITED POWER OF ATTORNEY(A2)*	<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.	CITIZENSHIP APPLICATION FORM(C1)*	<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.	PASSPORT APPLICATION FORM(P1)*	<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.	PHOTOGRAPH/SIGNATURE FORM(C2)*	<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.	PHOTOGRAPHS(6 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"/>
8.	MEDICAL CERTIFICATE(C3)*	<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.	HIV (AIDS) TEST REPORT	<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"/>
10.	INVESTMENT CONFIRMATION(C4)*/AGREEMENT FOR SALE AND PURCHASE + ESCROW AGREEMENT	<input type="checkbox"/> <input type="checkbox"/>									
11.	PASSPORT	<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.	IDENTITY 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"/>
13.	TWO BIRTH CERTIFICATES	<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.	POLICE CERTIFICATE/S	<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.	TWO MARRIAGE CERTIFICATES	<input type="checkbox"/>									
16.	DIVORCE CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>								
17.	MILITARY RECORD	<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"/>
18.	TWO PROFESSIONAL REFERENCES	<input type="checkbox"/>									
19.	BANK REFERENCE LETTER	<input type="checkbox"/>									
20.	BANK STATEMENTS (12 months)	<input type="checkbox"/>									
21.	EVIDENCE OF RESIDENTIAL ADDRESS	<input type="checkbox"/>									
22.	DEGREE CERTIFICATE/S	<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.	OTHER DOCUMENTS OF SUPPORT	<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"/>
24.	REQUIRED PAYMENTS	<input type="checkbox"/>									
All items indicated with a * symbol in the list above can be obtained from our office upon initial fees payment. Professional reference samples can be provided upon request.											

Please do not hesitate to contact us directly should you have questions or require clarification in this regard.