

Consulate General of Grenada ~ Toronto

Instructions for New Passport Applications

Please follow instructions carefully.

Completed forms must be signed by the applicant and should be submitted with the most recent passport issued to you. If previous passport is unavailable, please follow section relating to **Lost Passports.**

Photos: 2 professionally taken passport-sized photos (**automatic machine photos not accepted**).

Passport Fees: **USD\$125.00** or where applicable, **USD\$250.00 for the replacement of a lost passport**, made payable to the Consulate General of Grenada by Money Order. Cash accepted only when application is submitted in person. **DO NOT SEND CASH IN THE MAIL. NO PERSONAL CHEQUE unless Certified. Processing time is approximately 10 – 15 business days.**

Postage: If passport is to be returned by Registered Mail, please enclose an additional **CAD \$7.00** or you may forward a prepaid courier envelope (you must sign to receive envelope when it is delivered to you).

Documents Required: **Please provide the following documents:**

- Current Passport
- **ORIGINAL** Birth Certificate
- **ORIGINAL** Marriage Certificate
- If Citizen of Grenada by Registration you must submit **ORIGINAL** Certificate of Citizenship
- If Citizen of Grenada by Descent you must submit **ORIGINAL** Birth Certificate of Grenadian Parent
- Decree Absolute Certificate if name change is required.

Original documents will be returned to the applicant.

Recommender: (Section 12) Please comply strictly with Instructions entitled “**Signing the Form**” and “**Photographs**” at the front of the form. **The official stamp/seal of the recommender is required.**

Applicant’s Signature: You must sign the declaration in Section 11. Also you must sign in the space provided at the front of the form entitled “**Signature of Passport Holder**”.

Lost Passport: Form must be completed as above including Section 7. Additionally you must provide an **ORIGINAL Birth Certificate and a Police Report.** Lost passport fee is USD\$250.00. Processing time is approximately 4 months.

Forward applications to: Consulate General of Grenada
439 University Ave. Suite #930
Toronto, Ontario, M5G 1Y8

Tel: 416-595-1343
Fax: 416-595-8278

Failure to follow all the preceding instructions will result in unnecessary delay in obtaining your passport.

Passports sent in the mail should be Registered or sent by Courier.

Passport Hours: Monday – Friday 9:30 a.m. – 4:00 p.m.

PASSPORTS ARE ISSUED FOR 10 YRS.



APPLICATION FOR A GRENADIAN PASSPORT

Please read the following instructions carefully before completing the form.

HOW TO COMPLETE THE FORM

- All relevant sections must be completed by all applicants.
- Answers should be clearly written in the applicant's own handwriting or parent's/guardians in the case of persons under 16 years of age, using pen and block capitals.

SIGNING THE FORM

The Passport Holder must sign the form in the space provided above section 1 and in section 11. For children under 16 yrs. the parent(s) or guardian(s) must sign section 11 only. Section 12 should be completed by the person verifying the declaration who should be 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 Officers from the rank of Inspector or any person of similar standing personally acquainted with the applicant.

A member of the applicant's immediate family is not acceptable as a recommender. The recommender must be a Citizen of Grenada/Canada.

DOCUMENTS TO BE PRODUCED

(A) Any person who surrenders with this application a previous machine readable passport establishing his/her identity and nationality will not normally be required to produce any other documents unless the person's name or status has been changed.

(B) Males (married or single) and female who have not been married and children, should produce birth certificate or certificate of naturalization or registration as a citizen of Grenada as the case may require.

(C) Married women (including widows and women whose marriage have been terminated) should produce marriage certificate or divorce certificate where applicable.

(D) If the person has changed his or her name, the registered birth certificate or deed poll recording the change must also be submitted.

(E) **Photographs.** Two copies of a recent photograph of the applicant must be included with the application. These photographs must be taken full face without hat and the photographs must not be mounted. The size of the photographs must not be more than 2 ½ inches by 2 inches or less than 2 inches by 1 ½ inches. The photographs must be printed on normal thin photographic paper and must not be glazed on the reverse side. **The recommender is also required to endorse the reverse side of one copy of the photograph with the words:** "I certify that this is a true likeness of the applicant (Mr., Mrs. or Miss)" and add his signature.

CHILDREN UNDER THE AGE OF 16 YRS. may not be granted a passport without the written consent of the legal guardian i.e. the father, or if the father is dead, the mother or in the case of a child born out of wedlock the mother. If the father and mother are dead, a written consent from the person who has legal custody of the child must be submitted. Proof of legal custody must be submitted also.

EMERGENCY CONTACT

It is important to provide information on the person who may be contacted in the event of an emergency.

PLEASE PRINT YOUR ANSWERS IN THE SPACES BELOW WHERE APPLICABLE

Signature of Passport Holder in the middle of the space provided

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X

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Note: Leave this space blank if applying for a passport for a person unable to sign.

1.	PERSONAL DATA			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other		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
SURNAME: (in block capitals)				
CHRISTIAN NAME(S):				
MAIDEN NAME:				
If name has been changed other than by marriage, state original name:				
Date of Birth (dd/mm/yyyy)/...../.....		Place of Birth:	Age last Birthday:	Nationality:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height ft . ins.		Colour of Eyes:	Special Peculiarities (Visible)
			Colour of Hair:	
Country of Residence:	Present Address:		Permanent Address:	Telephone:
Occupation:				Fax:
				E-mail:

2.	If Married, Divorced, Separated or Widowed give information on spouse or former spouse.					
	First Name:		Middle Name:		Maiden Name:	
	Date of Marriage (dd/mm/yyyy)/...../.....		Place of Marriage		Country of Birth	
	Profession or Occupation				State whether married more than once If more than once, particulars of previous marriage or marriages should be given in Section 10 on page 3.	
	Permanent Address					
	Mailing Address					
	Telephone Home:		Business:		Fax:	
				E-mail		
3.	PARTICULARS OF PARENTS					
	Father		First Name Middle Name Surname		Date of Birth	
					Place of Birth	
	Mother		First Name Middle Name Surname Maiden Name		Date of Birth	
					Place of Birth	
Place of Marriage			Date of Marriage		Country of Marriage	
Profession						
4.	CITIZENSHIP OF PASSPORT HOLDER					
	Citizen of Grenada by:					
	<input type="checkbox"/> Birth		<input type="checkbox"/> Naturalization		<input type="checkbox"/> Investment	
	<input type="checkbox"/> Descent		<input type="checkbox"/> Registration			
If citizen of Grenada by Descent attach birth certificate of parent(s) to establish parental claim. If citizen of Grenada by naturalization, registration or investment give particulars of registration or naturalization certificate and attach a certified copy of same.						
Type of Certificate		Certificate No.		Date of Issue	Place of Issue	
5.	Persons born in any foreign country must complete particulars of parent(s)					
	If born in Grenada attach Birth Certificate Name:			Place of Birth:		Date of Birth:
	If citizen of Grenada by Naturalization, Registration or Investment			Type of Certificate	Certificate Number	Date of Issue
6.	PASSPORT REQUIRED FOR TRAVELLING TO:					
	PURPOSE OF TRAVEL:					

7.	Particulars of previous passport which has been lost or is not available for present use. <i>NOTE: A police report must be submitted with the application, together with proof of citizenship</i>		
	Passport Number	Date of Issue (dd/mm/yyyy)	Place of Issue
	Bearer's full name at time of issue:	Place of Loss	Date of Loss (dd/mm/yyyy)
	What measures were taken at time to report loss and to obtain recovery?		
	How did loss occur?		
	Has loss been reported to the Police? (If yes, attach copy of police report)		
8.	CONTACT IN CASE OF EMERGENCY		
	Surname:	Christian Name(s)	Telephone
			Fax:
			E-mail:
	Address:		
	Relationship:		
9.	PARENT'S CONSENT (See note on page 1)		
	<p>I (name) the (relationship)</p> <p>of name(s).....hereby give my consent</p> <p>for him/her to hold a passport.</p> <p style="text-align: right;">Signature</p>		
10.	SUPPLEMENTARY INFORMATION		
		
		
		
		
11.	DECLARATION OF APPLICANT OR DECLARATION ON BEHALF OF CHILD UNDER THE AGE OF 16 YEARS WHERE APPLICABLE.		
	A <input type="checkbox"/> I declare that the information in the application is correct to the best of my knowledge and belief, and		
	B <input type="checkbox"/> That I have not lost the status of citizen of Grenada		
	<i>Choose C, D or E, whichever is applicable</i>		
	C <input type="checkbox"/> That I have not held or applied for any passport whatsoever.		
	D <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.		
	E <input type="checkbox"/> That I have lost the previous passport.		
	<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>		
	Signature:		Date:
	Relationship of applicant to passport holder:		

12.	RECOMMENDER
<p>I (name in block capitals) declare that to the best of my knowledge and belief the above-made declaration and description on behalf 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. I have known the applicant for years. I am a citizen of Grenada/Canada.</p>	
<p>Signature: Date:</p>	
<p>Profession: Telephone:</p>	
<p>Address: Fax:</p>	
<p>..... E-mail:</p>	

FOR OFFICIAL USE ONLY

DOCUMENTS PRODUCED TO BE NOTED HERE				
Applicant's Birth Certificate	Previous Passport	Parent(s) Birth Certificate where applicable	Marriage Certificate	Affidavit where necessary
Divorce Certificate	Registration, Investment or Naturalization Certificate	Letter of Consent	Deed Poll	Photos

OTHER DOCUMENTS

PLACE WHERE APPLICATION WAS RECEIVED:

St. George's, Grenville, Carriacou, New York, Washington, London, Canada, Venezuela

Other specify (.....)

Receipt No.

Application Received by	Date	<div style="border: 1px solid black; padding: 10px;"> <p>Amount of fees Paid</p> <p>Stamp:</p> <p>Total:</p> </div>
Checked and Approved by	Date	
Supervised by	Date	
Passport No.		
Date Issued.		
Date Expired		
Authority Signature		

DISTRIBUTION

Delivered to Date

Delivered by Date