



# CONSULATE GENERAL OF GRENADA

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## Instructions for 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 Replacement Passport.

Photos: 2 recent and professionally taken passport-sized photos (automatic machine photos not accepted). See page two for photo specifications.

Passport Fees: **USD\$125.00** or **USD\$250.00** if previous passport not available, 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 CHEQUES** unless certified.

Postage: If passport is to be returned by Registered Mail, please enclose an additional CAD \$7.00

### Documents Required:

- Recent Passport
- **Original** Birth Certificate
- **Original** Marriage Certificate
- If Citizen of Grenada by Registration **ORIGINAL** Certificate of Citizenship
- If Citizen of Grenada by Descent **ORIGINAL** Birth Certificate of Grenadian parent
- Documents to substantiate name change, if required .e.g. Decree Absolute deed poll etc.

Original documents will be returned to 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 your signature is required at the front of the form in space provided “**Signature of Passport Holder**”.

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

Forward Application to: Your nearest **Consulate General of Grenada Office**.

**Failure to follow all instructions may result in unnecessary delay in obtaining your passport.**

## **PASSPORT PHOTOGRAPH GUIDE**

The portrait shall be not more than 6 months old.

It shall not be larger than 45 X 35 mm (1.77 X 1.38 in) nor smaller than 32 X 26 mm (1.26 X 1.2 in) in height and width and show a close-up of the applicant's head and the top of the shoulders. The face shall take up 70-80 percent of the vertical dimension of picture.

The portrait shall be in sharp focus, of high quality with no creases or ink marks.

The portrait shall show the applicant looking directly at the camera. It should have appropriate brightness and contrast. If in colour, it should show skin tones naturally.

If submitted as a print, it should be on high quality paper with high resolution.

Portraits taken with digital camera should be on high quality and resolution and be printed on photo-quality paper

## **STYLE AND LIGHTING**

The Portrait shall be colour neutral showing the applicant with eyes open clearly visible; there shall be no hair obscuring the eyes. The applicant shall be shown facing square to the camera not looking over one shoulder (portrait style).

The head should be upright so that an imaginary horizontal line drawn between the centres of the eyes is parallel to the top edge of the picture.

Both edges of the face shall be clearly visible.

The background shall be plain and light coloured.

The lighting shall be uniform with no shadows and no reflections on the face.

There shall be no red eye.

## **GLASSES AND HEAD COVERS**

### **Glasses:**

The Portrait shall show the eyes clearly with no light reflection off the glasses and no tinted lenses. If possible, avoid heavy frames. The frames shall not cover any part of the eyes.

### **Head Coverings:**

Head coverings shall not be accepted except in circumstances which the competent state authority specifically approves. Such circumstances may be religious, medical, or cultural.

## **EXPRESSIONS AND FRAME**

The portrait shall show the applicant alone with no other people, chair backs or toys visible. The applicant shall be looking at the camera with a neutral expression and the mouth closed.

**AS OF MARCH 1<sup>ST</sup>, 2011 PASSPORTS ARE ISSUED FOR 5 YEARS**



# 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

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

<b>1.</b>	<b>PERSONAL DATA</b>				
	<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:	

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



<b>12.</b>	<p><b>RECOMMENDER</b></p> <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>
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**FOR OFFICIAL USE ONLY**

<b>DOCUMENTS PRODUCED TO BE NOTED HERE</b>				
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 .....

Checked and Approved by ..... Date .....

Supervised by ..... Date .....

Passport No. ....

Date Issued. ....

Date Expired .....

Authority Signature .....

<b>Amount of fees Paid</b>
Stamp:
Total:

**DISTRIBUTION**

Delivered to ..... Date .....

Delivered by ..... Date .....