



CIVIL REGISTRY & PASSPORT OFFICE

NATURALISATION/REGISTRATION DOCUMENT CHECKLIST

FEES

APPLICATION FOR REGISTRATION

APPLICATION FEE	DESCRIPTION
\$275.00	Application for Registration of a minor as a British Overseas Territories Citizen.
\$225.00	Each additional child under 18 years.

APPLICATION FOR NATURALISATION

APPLICATION FEE	DESCRIPTION
\$150.00	Application for Naturalisation for a person whose mother was born in the Territory.
\$400.00	Application for Naturalisation under section 18(1) of the British Nationality Act, 1981 for a person who has been granted a certificate of belonger status under section 16 of the Immigration and Passport Ordinance. Please note that a fee of \$500 will be charged for a husband and wife applying together.
\$500.00	Application for Naturalisation as a British Overseas Territories Citizen under section 18(1) of the British Nationality Act 1981. Please note that where a husband and wife are applying together for Naturalisation, a fee of \$600 will be charged for both individuals.
\$500.00	Application for Naturalisation for the spouse of a British Overseas Territories Citizen under section 18(2) of the British Nationality Act 1981.
\$700.00	Application for Naturalisation under section 18(1) of the British Nationality Act, 1981 for a person who has been granted a certificate of residence under the Immigration and Passport Ordinance. Please note that a fee of \$800 will be charged for a husband and wife applying together.

REFEREES – (Required only if you are applying for Naturalisation)

Your application must be supported by two references (**see section 9 of the application**). Each must have known you for at least 3 years and be:-

1. A British Overseas Territories Citizen
2. Aged 25 and over
3. On the electoral register
4. Not related to you
5. Not related to the other referee
6. Not your solicitor or agent

All school letters must include the following:

- Date of enrollment
- Date of graduation or date of departure (children who have left or have been transferred before graduation)
- Current class (children who are currently enrolled)

***Please note that an oath and a fee of \$100 will be required if a minor reaches the age of 18 before an application for registration is approved.**

Please ensure that all correspondences are signed, dated and addressed as follows:

**Registrar General
Civil Registry & Passport Office
Sakal Place
First Floor
#286 Walter James Francis Drive
Wickham's Cay, Road Town
Tortola, Virgin Islands, VG1110**

SUBMISSION

Please call and make an appointment when you are ready to return your application. Walk-ins will not be accepted. It is imperative to note that persons, who were interviewed on their day of appointment and were not in order, will be given *one month* grace period to resubmit. Failing to do so, would require a *new appointment and application*.

References from referees that have been convicted of an imprisonable offence during the past 10 years will not be accepted. **Please note that the referees need only to complete the required section (section 9) on the application. Supporting letters from referees are welcomed but are not required.**

DOCUMENTS/CORRESPONDENCES

All documents must be valid at the time of application (not exceeding 6 months). Invalid documents will not be accepted. Please note that applicants should produce any divorce decrees, affidavits or deed polls regarding the changing of names.

Further note that all documents produced in foreign languages (e.g. Spanish, French etc.) must be accompanied by a certified English translation.

Employment letters / School letters

All employment letters must include the following:

- Date of employment
- Employee's position
- Employee's salary

Civil Registry & Passport Office
Nationality Unit: (284) 468-3467

Registrar General
E-mail: vinationality@gov.vg, infocris@gov.vg
Website: www.crisvi.gov.vg