

# CHANGES TO BVI VISA SERVICES IN THE CARIBBEAN

The processing of visa applications for entry into British Overseas Territories have changed. UK Visas and Immigration, part of the UK Home Office, has responsibility for issuing visas overseas, and is introducing a number of changes to its operations as a result of a worldwide programme to outsource visa application services to a commercial partner. As a part of this programme, effective 10th February 2014, UK Visas and Immigration advises that the British High Commissions in the Caribbean with the exception of Cuba and Jamaica will **NO** longer accept or process applications for entry clearance to Anguilla, The British Virgin Islands, Turks and Caicos, Cayman and The Falkland Islands. Hence, applicants are required to send applications, supporting documents, along with a return postage envelope directly to the nearest processing hub in Kingston, Jamaica:

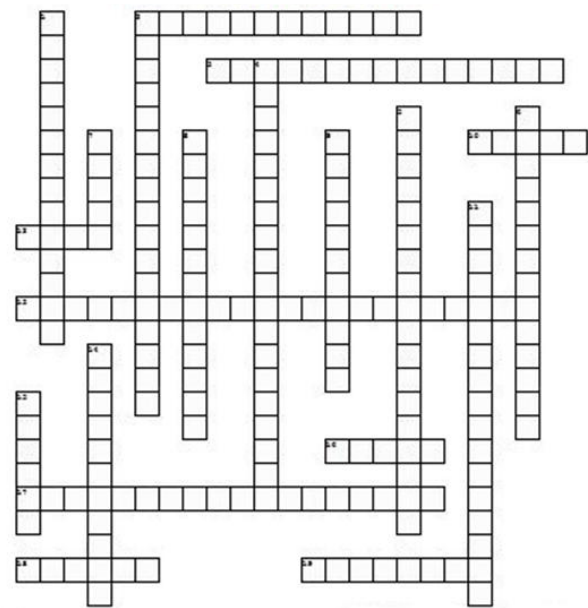
UK Visas and Immigration,  
British High Commission  
28 Trafalgar Road  
Kingston 10  
Jamaica

[www.visa4uk.fco.gov.uk](http://www.visa4uk.fco.gov.uk)

For More information, please contact The Civil Registry and Passport Office.

## DID YOU KNOW??

In the 1970's and 1980's persons granted Belonger Status by marriage or ancestry were issued Black Virgin Islands Passports which described them as citizens due to a misunderstanding of the distinction between citizenship and Belonger Status. This practice was discontinued when the British Nationality Act, 1981 came into effect, making it clear that belonger status and citizenship were separate and distinct. Belongers Status does not confirm automatic claim to citizenship as the issue of Belonger cards is governed under the Virgin Islands Constitutional Order, while claim to citizenship is governed by the British Nationality Act (BNA) 1981.



- Across
- 2. CHILD BORN IN THE TERRITORY AFTER 31/12/1982
  - 3. GOVERNMENT EMPLOYEES
  - 10. MOURN
  - 12. V.I. REGULATIONS
  - 13. ANTIGUA, DOMINICA, GUYANA, ST. KITTS AND ST. VINCENT
  - 16. LIVE
  - 17. SINGLE PAGE TRAVEL DOCUMENT
  - 18. PARENT
  - 19. DEEMED TO BELONG
- Down
- 1. BELONGERS CARD/WORK PERMIT CARD
  - 2. HEAD OF THE CIVIL REGISTRY AND PASSPORT OFFICE
  - 4. REGISTRATION AS BRITISH CITIZENS
  - 5. THINGS ASSOCIATED WITH EMPLOYMENT VISAS
  - 6. NATURALISED AS BRITISH OVERSEAS TERRITORY CITIZENS
  - 7. FROM TRAVEL TO THE B.V.I.
  - 8. REGISTRATION OF BIRTH, DEATHS AND MARRIAGES
  - 9. NATURALISATION
  - 11. SOLEMNIZATION OF WEDDINGS
  - 14. IMAGE
  - 15. PASSPORT



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**INTERNAL COMPLAINTS PROCEDURE:**  
Please be advised if you are not satisfied for any reason with the service(s) provided (policy, public officer, office environment, etc.) you may file an Internal Complaint with the Civil Registry and Passport Office. "World Class Public Service"

**NATIONALITY ENQUIRES VISIT:**  
<https://www.gov.vg/british-passports-eligibility>  
Urgent travel enquires visit:  
<https://gov.vg/government/world/barbados>  
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[www.facebook.com/BVICRPPPO](https://www.facebook.com/BVICRPPPO)



# THE REGISTRY TIMES

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## MISSION STATEMENT

The Civil Registry and Passport Office is a department that falls under the Governors Group. We assist with the registration and preservation of vital records, and we grant citizenship, visas, passports and belonger status. We also develop and distribute information, promote good customer services and serve as one of the territory's Border Security Agencies in the delivery of our services.



## A WORD FROM THE REGISTRAR GENERAL

*"In order to succeed, your desire for success should be greater than your fear of failure."*  
– Bill Cosby

The Civil Registry and Passport Office, is bringing new changes to the forefront and reminding our valued customers of the previous changes. We are committed to excellence and each day we strive to bring satisfactory services to our valued customers. Our services have improved and will continue to improve as we work together and bring excellence to our department.

Over the years we have struggled to reach the top of the economic chain and finally in 2014 we have climbed that chain. We are now at the top with service and efficiency to serve you better.

The Civil Registry and Passport Office would like to say thank you for your continued support as we look forward to giving you long term service in the future.

## CPRO Employee Spotlight

**Mrs. Gipsy Wells-Chichester** is the first recipient of the Registrar General's award for 'Customer Service Excellence'. Mrs. Wells-Chichester joined the Civil Registry and Passport Office in April 2008 as a Clerical Officer III. Since that time, she has developed a great interest in customer service and enjoys assisting couples who come to the Virgin Islands to get married. She is now an Ag. Executive Officer and the Unit Head for the Births, Deaths and Marriage. Mrs. Wells-Chichester is currently attending the H. Lavety Stoutt Community College, pursuing a Certificate of Achievement in Supervisory Management.





## CPRO Employee Spotlight

**Ms. Chamanda Smith** started working in the Passport Section, processing passports and belonger cards. Smith then rotated to the Civil Registry section in June 2011 and was responsible for the accounts of the department. She also assisted with the registration of births, deaths, marriages and processing applications for the same.

Ms. Smith returned to the Passport Division in February 2013 and was responsible for processing visa applications. Currently Ms. Smith is in the Passport Processing Unit and is striving for excellence. She is attending the H. Lavity Stoutt Community College (HLSCC) pursuing a Certificate of Achievement in Business Management.

While attending the HLSCC, Ms. Smith and Mrs. Wells–Chichester has made the 2014 Dean’s and President’s List respectively and are working towards achieving more in their academic careers.

The Registrar General and staff of the Civil Registry and Passport Office are proud of both employees and their achievements and is looking forward to seeing both ladies excel and continue reaching for the stars.



### TRAVEL TIPS

We recommend that you do not book travel until you have received your new passport. The British/BVI Government cannot accept responsibility for costs incurred if travel is booked and subsequently cancelled before the passport has been received.

### URGENT TRAVEL

If you need to travel urgently but your normal passport is not available, you should contact the nearest Consular Assistance Team at the British High Commission in Barbados (<https://www.gov.uk/government/world/barbados>). In certain circumstances our staff may be able to issue an Emergency Travel Document but this is not a substitute for a full UK Passport.

## IMPORTANT CHANGES TO BRITISH PASSPORT SERVICES IN THE VIRGIN ISLANDS

The Civil Registry and Passport Office wishes to advise the public on important changes to the way Her Majesty’s (HM) Passport Office in the United Kingdom (UK) delivers British Passports. Effective **3 February 2014**, applicants are required to complete applications as well as make the necessary payments via credit card online. Additionally, you would be required to mail supporting documents, passport photographs, and previous passports, along with a signed declaration to the UK. Applicants are requested to provide two proof of their physical address such as; employment letters, utility bills and good standing certificates from the Social Security Board, etc.

At the initial stage, you would be prompted to answer the following questions prior to accessing the ‘*Start Your Application on Her Majesty’s Passport Office Website*’ option, which would direct you to the online application.

- Which country or territory are you in?
- Are you renewing, replacing or applying for a first time passport?
- Do you need an adult or child passport?

All information needed to complete the application as well as required supporting documents are available on the HM Passport Office website GOV.UK at: <https://www.gov.uk/overseas-passports>



If you are experiencing difficulties retrieving information, please contact the Passport Adviceline at +44 300 222 0000.

Please be reminded that you should avoid renewing your passport at the last moment. You can renew your passport at any time

within nine months of the passport validity. Any remaining validity up to nine months will be transferred from your old passport to your new travel document.

If you are renewing your passport, you should allow at least four weeks from the date the fee is taken and all the correct documentation have been received. If you are applying for the first time or you are replacing a lost or stolen passport, you should allow at least six weeks. Your application may take longer if HM Passport Office needs to request further information.

## NEW FEES FOR BRITISH CITIZENSHIP

Persons who were Naturalised or Registered as a British Overseas Territories Citizen on or after May 21st, 2002 should note that as of 6th April, 2014 there would be an increase in fees for British Citizenship Registration.

The new fees are as follows:

**Adult Fee – £743.00**

**Child Fee – £669.00 per each child under 18**

# ALL ABOUT VISAS

## DID YOU KNOW??

In accordance to Virgin Islands Statutory Instrument 2009 NO. 36, Order dated 18th August, 2009 made under section 37(4) of the Immigration and Passport Act (Cap. 130); dependent children of not more than 18 years old and enrolled in schools in their home country, and whose parents reside in the Territory and are nationals of **Guyana, Jamaica, Haiti or the Dominican Republic, are exempted from visa requirements, for the summer ONLY.**

## JUST A REMINDER

<b>Tourist Visas</b>	Employment letter, a letter of sponsorship or hotel confirmation, letter from university confirming enrolment, bank reference, itinerary, trade License.
<b>Residence Visas</b>	A copy of the letter from Immigration Authorities granting permission to reside. Updated entry permit (for renewals)
<b>Business Visas</b>	Letter from business associate stating purpose of visit.
<b>Student Visas</b>	Acceptance letter from the Ministry of Education or H.L. Stoutt Community College, and a copy of approval letter from the Immigration Authorities to reside, updated entry permit (for renewals).
<b>Employment Visas</b>	Work permit card and current job letter (for renewals), work permit entry clearance form , or job offer letter.

A Visa is an official authorization affixed to a passport, permitting entry into and travel within a particular country or region.

Scenario:

In August of two thousand and thirteen (2013), the Passport Division received a renewal visa application for a male who claimed to be employed and submitted with his application an employment letter. During our screening process, it was discovered that the employer indeed signed the letter however; the applicant was not gainfully employed with the employer. As part of standard procedures, further action was taken and assistance from the Immigration Department was requested. Consequently, the visa was revoked and applicant was instructed to exit the Territory.

The Visa Unit within the Civil Registry and Passport Office is

advising the public to adhere to the Laws and Regulations of the Virgin Islands. Noting from the extracted scenario above, it is illegal to be presumably employed with someone and possess no immigration stamp in a passport indicating such. Furthermore, it is illegal to submit an employment letter and not be gainfully employed with that employer.

## NOTES:

We would like to inform applicants that employment letters must be current and dated no more than one month from the date of application submission.

Kindly be reminded that submission of Visa Applications are **MONDAYS AND WEDNESDAYS ONLY.**

Collection is on **FRIDAYS.**