

Global Integrated Registries

Online Help

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HOW TO USE HELP

Click the Help button  to access the Help Document.


The Help Document will be displayed in Adobe PDF format. Two windows will be displayed. The window on the right is the Document Pane and will display the entire On-Line Help document. The window on the left side is the Navigation Pane used to navigate to certain sections of the document.

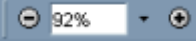
The Adobe Reader offers many navigational tools.


On-Line Help Toolbar



Handy Toolbar Features

Use binocular icon  to quickly locate specific words.

Use  to magnify or shrink the document pane display.

Use  to increase or decrease the navigation pane.

Document Navigation

Help Table of Contents

Click on any subject in the Table of contents to jump to that section or topic in the document.

Help Index

Click on any subject in the Index to jump to that section or topic in the document.

Help Bookmarks

The Bookmark function is automatically displayed in the left-hand navigation pane of On-Line Help. The Bookmark feature displays, in outline form, the various sections of the On-Line Help document. Bookmarks will enable you to quickly navigate through the Help document without returning each time to the Table of Contents.

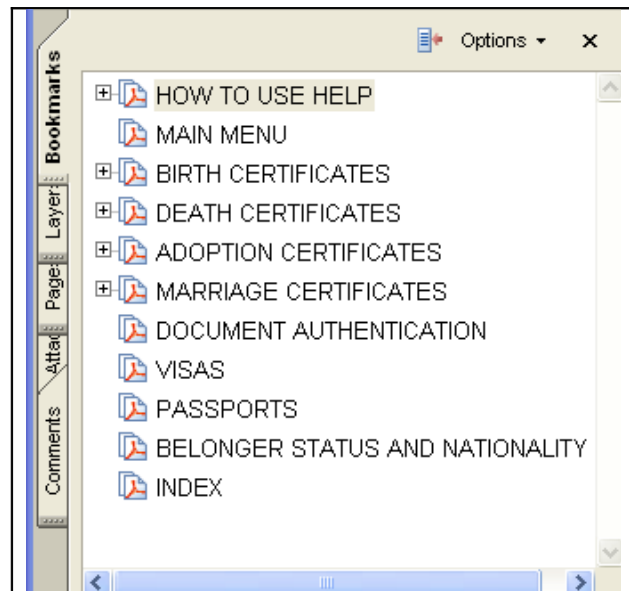
Bookmarks are displayed in outline format. Click on Bookmark main headings to display related topics within that heading. To minimize sub-headings, click on main heading again.

Hide bookmarks window


To hide bookmarks click the Bookmarks tab on the left.

Unhide bookmarks window

To restore bookmarks click the Bookmarks tab again.



Minimize On-Line Help

The help document is opened in a new window. If you think you may need to reference the online help from time to time, minimize the document (click the minimize button  in the upper right corner) to avoid having to reload it each time.

Links

Throughout Help you may see links that will take you automatically to other related sections of Help. These links will appear in **blue**. Simply click on the link to reposition the document to the top of the related page.

To return to your original page click the **browser** Return to Previous View button .

Drop-Down Menus

The drop-down menu feature is used frequently throughout the system.






Drop-down menus allow you to automatically view a list of available selections and make your choice from that list.

Drop-down menus can be identified by the down arrow icon .

Just click on the down arrow to view the drop-down menu selections.

MAIN MENU

The main menu of the Civil Registry and Passport Office:

Welcome to the Civil Registry and Passport Office of the Virgin Islands Government. We are now able to offer a variety of online services and information:	
Births <ul style="list-style-type: none">• Registration of Births Select this option to review the procedures and fees for registering a birth.• Obtain a certified copy of a Birth Certificate Select this option to submit an online request for a certified copy of a birth certificate. You will be notified when the document is ready for you to collect from the Registry.	Marriages <ul style="list-style-type: none">• Getting Married in the Virgin Islands This page contains rules, regulations and general information about getting married in the Virgin Islands.• Prepare Marriage Licence Application Select this option to prepare and print your Marriage Licence Application and receive priority status.• Obtain a certified copy of a Marriage Certificate• Marriage Officer Login This site is restricted to registered Marriage Officers.
Deaths <ul style="list-style-type: none">• Print Checklist  This checklist details the tasks to be addressed after the death of a loved one.• Obtain a certified copy of a Death Certificate Select this option to submit an online request for a certified copy of a death certificate. You will be notified when the document is ready for you to collect from the Registry.	Visas <ul style="list-style-type: none">• Guidance Notes This link provides general information regarding obtaining a Virgin Islands Visa and printing a visa application form.
Adoptions <ul style="list-style-type: none">• Obtain a certified copy of an Adoption Certificate Select this option to submit an online request for a certified copy of an adoption certificate. You will be notified when the document is ready for you to collect from the Registry.	Passports <ul style="list-style-type: none">• Passport Information  This brochure provides general information regarding Virgin Islands Passports.• Passport Applications <ul style="list-style-type: none">Adult - Form C1Child (Under 16) - Form C2
Belonger Status and Nationality <ul style="list-style-type: none">• Q&A Booklet  This booklet contains questions and answers regarding belonger status and nationality.• Belonger Card Application  Application for identity card for person deemed to belong to the Virgin Islands.	Document Authentication <ul style="list-style-type: none">• Document Authentication If you have a certificate with a printed 8-character Authentication Code, you can use this option to verify the authenticity of the document.

BIRTHS

Registration of Births

To review procedures and fees for registering a birth select [Registration of Births](#)

The Birth Register information page will be displayed:

Registering a Birth in the Virgin Islands

INTRODUCTION

Cap (276) of the Laws of the Virgin Islands stipulates that the Registrar-General is required to register and keep at the office in Road Town a general Register of Births and Deaths in the Territory.

The Civil Registry and Passport Office is the department that administers this law and we register persons and issue certificates relating to births and deaths, adoptions and marriages, along with performing searches from our computerised archival record.

PROCEDURES FOR REGISTERING A CHILD'S BIRTH

The Registrar General must first be notified within twenty-one (21) days of a child's birth by the Hospital spokesperson or any other person (informant) who knows about the birth.

Upon receipt of the birth confirmation, the birth is recorded by a Registry Clerk and given an Entry number.

To register a new born, the parent should have an acceptable ID, such as a passport or driver's license and a certified birth certificate.

Click [Click here to go back to previous page](#) to return to the main menu.

Certified Copy Birth Certificate

To submit an online request for a certified copy of a Birth Certificate click the link: [Obtain a certified copy of a Birth Certificate](#). An instruction page will be displayed.

You can request a certified copy of a birth certificate via an Online Application, Mail or Paper Application.

OPTIONS

How to obtain a certified copy of a Birth Certificate

The following options are available to obtain a certified copy of a Birth Certificate:

1. **Online Application:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, bring the Application Confirmation to the Registrar General's Office to collect the certified copy.

Please note that you will be required to show identification at that time.
2. **By Mail:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, mail a copy of the Application Confirmation along with the prescribed payment to the address shown at the top of this page. The certificate will be mailed to you.
3. **Paper Application Form:** If you need to give a form to someone who does not have a computer, click [here](#) to display the application form. Print the form on your printer, then have the form filled in by hand and brought to the Registrar General's Office.

Online Application

The Online Application allows you to electronically submit your Application form and search request to the Registrar-General's Office. After the Application form is completed and submitted you will receive a Confirmation with Priority Number that will expedite your certificate search. You will also be notified by email (if applicable) from the Registrar-General's Office when the search has been completed.

The Certified Copy(ies) you request will be printed and certified at the Registrar-General's Office.

NOTE: To receive your Certified Copy(ies) of Birth Certificate you must bring:

- 1) a copy of your Confirmation,
- 2) a copy of your Email Notification
- 3) Valid Identification; and
- 4) the Required Fee for the copies

To display the Online Application click the link provided [here](#).

The Online Application For Birth Certificate page will be displayed.

Complete the Application form as thoroughly as possible making sure to complete the Required fields which are identified by a red asterisk * = Required

The number of certified copies required field will always show "1" as the default. If you would like to request more than one Certified Copy enter the number of certified copies desired.

Example of Step 1:

ONLINE APPLICATION

This is the first of 3 steps to submit an online application for a Birth Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

Name of Child:	Beckham	William	
	* Last	* First	Middle
* = Required			
*Number of Certified Copies of the Birth Certificate required:	1		
Born at on the Island of			
*Date of Birth (YYYYMMDD):	1997 Example: 1st December 1997 = 19971201 If the date unknown enter only the year, e.g. 1997		
Father's Name:			
	Last	First	Middle
Mother's Name:	Beckham	Dora	
	* Last	* First	Middle
Mother Maiden Name:			
*Applicant Name:	Dora Beckham		
*Email Address:	DBeckham@aol.com		
Confirm Email:	DBeckham@aol.com		
* Relationship to Child:	mother		
Next			

After completing the form select the Next button **Next** to display the Verification page:

Example of Step 2:

VERIFICATION

VERIFICATION OF ONLINE APPLICATION FOR BIRTH CERTIFICATE

This is the second of 3 steps to submit an online application for a Birth Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Child:	BECKHAM, WILLIAM
Number of Certified Copies of the Birth Certificate required:	1
Fee amount:	\$ 9.00
Born at on the Island of	
Date of Birth (YYYYMMDD):	1997
Father's Name:	
Mother Married Name:	BECKHAM , DORA
Mother Maiden Name:	
Applicant Name:	DORA BECKHAM
Email Address:	DBeckham@aol.com
Relationship to Child:	mother
Next	

Verify that the information you have entered is correct and click **Next**

Example of Step 3

CONFIRMATION WITH PRIORITY NUMBER

CONFIRMATION OF ONLINE APPLICATION FOR BIRTH CERTIFICATE
Priority Number: 546

Date/Time Submitted: 03-08-2010 12.44.10

Your application for a Birth Certificate has been processed and the search was successful, finding Birth Record # 200500020.

Click: [here](#) to print this Confirmation.

Take this printed Confirmation to Registrar General's Office. **Go directly to the cashier.** The amount due at that time will be 9.00. You will be required to present valid identification.

NOTE: If you do not obtain the certified copy within 30 days of the search your application will be deleted.

Name of Child:	BECKHAM , WILLIAM
Number of Certified Copies of the Birth Certificate required:	1
Fee amount:	9.00
Born at on the Island of	
Date of Birth (YYYYMMDD):	1997
Father's Name:	
Mother's Name:	BECKHAM , DORA
Mother Maiden Name:	
Applicant Name:	DORA BECKHAM
Email Address:	DBeckham@aol.com
Relationship to Child:	mother

Your Application has now been sent electronically to the Registrar-General's Office. The Confirmation includes a notation of the Date and Time Submitted along with your Priority Number. The Confirmation will also indicate the number of copies you have requested as well as the total fee due.

Birth Record Immediately Identified

If the birth record is immediately identified you will receive the following confirmation message:

Your application for a Birth Certificate has been processed and the search was successful, finding Birth Record # 200500020.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Take your Printed Confirmation, along with Valid Identification and Fee Due to the Registrar General's Office. **Go directly to the Cashier.**

Birth Record Submitted for Further Search

If the requested birth record is not immediately identified, a search will be conducted by Registrar-General's Office staff: You will receive the following message:

Your application for a Birth Certificate has been submitted to the Registrar General's Department.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.

If the Registrar-General's Office indicates to you via email that the search has been successful, take your Printed Confirmation and a copy of your Email Notification, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

NOTE: If you do not obtain the certified copy(ies) within 30 days of the search your application will be deleted.

To submit another application click

Click [here](#) to submit another application

or to exit click

Click [here](#) to exit.

Request by Mail

Complete the form as displayed above. You will need to enter your complete mailing address.

Example:

Name of Child:	Beckham	William	
* = Required	* Last	* First	Middle
*Number of Certified Copies of the Birth Certificate required:	1		
Born at on the Island of			
*Date of Birth (YYYYMMDD):	1997 Example: 1st December 1997 = 19971201 If the date unknown enter only the year, e.g. 1997		
Father's Name:			
	Last	First	Middle
Mother's Name:	Beckham	Dora	
	* Last	* First	Middle
Mother Maiden Name:			
*Applicant Name:			
* Mailing Address:	Box 905		
	Road Town		
	Tortola		
*Country:	Virgin Islands (British)		
*Email Address:	DBeckham@aol.com		
Confirm Email:	DBeckham@aol.com		
* Relationship to Child:	mother		

Click [Next](#) to electronically submit the form to the Registrar-General's Office.

Your Confirmation of Online Application with Priority Number will be displayed:

CONFIRMATION OF ONLINE APPLICATION FOR BIRTH CERTIFICATE
Priority Number: 547

Date/Time Submitted: 03-08-2010 12:52:53

Your application for a Birth Certificate has been processed and the search was successful, finding Birth Record # 200500020.

Click [here](#) to print this Confirmation.

Mail the printed Confirmation and an International Money Order for 9 00BSD to the address shown above. Your certificate will then be mailed to you.

NOTE: If payment is not received within 30 days of the date of your email notification your application will be deleted.

Name of Child:	BECKHAM , WILLIAM
Number of Certified Copies of the Birth Certificate required:	1
Fee amount:	9.00
Born at on the Island of	
Date of Birth (YYYYMMDD):	1997
Father's Name:	
Mother's Name:	BECKHAM , DORA
Mother Maiden Name:	
Applicant Name:	DORA BECKHAM
Mailing Address:	Box 905 Road Town Tortola

Birth Record Immediately Identified

If the birth record is immediately identified you will receive the following confirmation message:

Your application for a Birth Certificate has been processed and the search was successful, finding Birth Record # 200500020.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Mail the Printed Confirmation and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

Birth Record Submitted for Further Search

If the requested birth record is not immediately identified, a search will be conducted by Registrar-General's Office staff: You will receive the following message:

Your application for a Birth Certificate has been submitted to the Registrar General's Department.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.


If the search is successful, mail the Printed Confirmation, your Email Notification and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

NOTE: If payment is not received within 30 days of the date of your email notification, your application will be deleted.

Request by Paper Application Form

If you need to give an Application form to someone who does not have a computer, display the Application form by clicking the link provided [here](#)

NOTE: To display and print the paper Application Form you will need to have Adobe

Acrobat Reader  software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the form on your printer by clicking your **browser** print icon 

The applicant will complete the Application form by hand and bring it, along with Payment and Valid Identification to the Registrar-General's Office.

DEATHS

Print Checklist

The Checklist details the tasks to be addressed after the death of a loved one.

To access the checklist click • [Print Checklist](#) 

NOTE: To display and print the Checklist you will need to have Adobe Acrobat Reader



software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the checklist on your printer by clicking your **browser** print icon



Certified Copy Death Certificate

To obtain a certified copy of a Death Certificate click the appropriate link: [Obtain a certified copy of a Death Certificate](#). An instruction page will be displayed.

You can request a certified copy of a death certificate via an Online Application, Mail or Paper Application.

OPTIONS

How to obtain a certified copy of a Death Certificate

The following options are available to obtain a certified copy of a Death Certificate:

1. **Online Application:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, bring the Application Confirmation to the Registrar General's Office to collect the certified copy.

Please note that you will be required to show identification at that time.
2. **By Mail:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, mail a copy of the Application Confirmation along with the prescribed payment to the address shown at the top of this page. The certificate will be mailed to you.
3. **Paper Application Form:** If you need to give a form to someone who does not have a computer, click [here](#) to display the application form. Print the form on your printer, then have the form filled in by hand and brought to the Registrar General's Office.

Online Application

The Online Application allows you to electronically submit your Application form and search request to the Registrar-General's Office. After the Application form is completed and submitted you will receive a Confirmation with Priority Number that will expedite your certificate search. You will also be notified by email (if applicable) from the Registrar-General's Office when the search has been completed.

The Certified Copy(ies) you request will be printed and certified at the Registrar-General's Office.

NOTE: To receive your Certified Copy(ies) of Death Certificate you must bring:

- 1) a copy of your Confirmation,**
- 2) a copy of your Email Notification**
- 3) Valid Identification; and**
- 4) the Required Fee for the copies**

To display the Online Application click the link provided [here](#) The Online Application For Death Certificate page will be displayed.

Complete the Application form as thoroughly as possible making sure to complete the Required fields which are identified by a red asterisk * = Required

The number of certified copies required field will always show "1" as the default. If you would like to request more than one Certified Copy enter the number of certified copies desired.

Example of Step 1:

ONLINE APPLICATION

ONLINE APPLICATION FOR DEATH CERTIFICATE

This is the first of 3 steps to submit an online application for a Death Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

Name of Deceased:	Glass	Martha	
* = Required	* Last	* First	Middle
* Number of Certified Copies of the Death Certificate required:	1		
Died at on the Island of			
* Date of Death (YYYYMMDD):	2005	Example: 1st December 1997 = 19971201 If the date unknown enter only the year, e.g. 1997	
* Applicant Name:	Gloria Glass		
* Email Address:	GG@yahoo.com		
Confirm Email:	GG@yahoo.com		
* Relationship to Deceased:	sister		
Next			

After completing the form select the Next button  to display the Verification page:

Example of Step 2:

VERIFICATION

VERIFICATION OF ONLINE APPLICATION FOR DEATH CERTIFICATE

This is the second of 3 steps to submit an online application for a Death Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Deceased:	Glass, Martha
Number of Certified Copies of the Death Certificate required:	1
Fee amount:	\$ 9.00
Died at on the Island of	
Date of Death (YYYYMMDD):	2005
Applicant Name:	Gloria Glass
Email Address:	GG@yahoo.com
Relationship to Deceased:	sister



Verify that the information you have entered is correct and click



Example of Step 3

CONFIRMATION WITH PRIORITY NUMBER

CONFIRMATION OF ONLINE APPLICATION FOR DEATH CERTIFICATE
Priority Number: 548

Date/Time Submitted: 03-08-2010 13.07.51

Your application for a Death Certificate has been submitted to the Registrar General's Office.

Click [here](#) to print this Confirmation.

You will be notified via email when the search has been conducted. If the search is successful, take the printed Confirmation and your email notification to the Registrar General's Office. **Go directly to the cashier.** The amount due at that time will be 9.00. You will be required to present valid identification.

NOTE: If you do not obtain the certified copy within 30 days of the search your application will be deleted.

Name of Deceased:	Glass , Martha
Number of Certified Copies of the Death Certificate required:	1
Fee amount:	9.00
Died at on the Island of	
Date of Death (YYYYMMDD):	2005
Applicant Name:	Gloria Glass
Email Address:	GG@yahoo.com
Relationship to Deceased:	sister

Death Record Immediately Identified

If the death record is immediately identified you will receive the following confirmation message:

Your application for a Death Certificate has been processed and the search was successful, finding Birth Record # 19940785.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Take your Printed Confirmation, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

Death Record Submitted for Further Search

If the requested death record is not immediately identified, a search will be conducted by Registrar-General's Office staff: You will receive the following message:

Your application for a Death Certificate has been submitted to the Registrar General's Office.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.

If the Registrar-General's Office indicates to you via email that the search has been successful, take your Printed Confirmation and a copy of your Email Notification, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

NOTE: If you do not obtain the certified copy(ies) within 30 days of the search your application will be deleted.

To submit another application click [Click here to submit another application](#) or to exit click [Click here to exit.](#)

Request by Mail

Complete the following the steps outlined above. You will need to enter your complete mailing address.

Example:

ONLINE APPLICATION FOR DEATH CERTIFICATE

This is the first of 3 steps to submit an online application for a Death Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

Name of Deceased:	Ramon	Jason	
<small>* = Required</small>	<small>* Last</small>	<small>* First</small>	<small>Middle</small>
<small>* Number of Certified Copies of the Death Certificate required:</small> 1			
Died at on the Island of			
<small>* Date of Death (YYYYMMDD):</small> 2005 <small>Example: 1st December 1997 = 19971201 If the date unknown enter only the year, e.g. 1997</small>			
<small>* Applicant Name:</small> George Ramon			
<small>* Mailing Address:</small> Box 33 Road Town Tortola			
<small>* Country:</small> Virgin Islands (British)			
<small>* Email Address:</small> GR@yahoo.com			
Confirm Email: GR@yahoo.com			
<small>* Relationship to Deceased:</small> brother			
Next			

Click

Next

The Verification screen will be displayed:

VERIFICATION OF ONLINE APPLICATION FOR DEATH CERTIFICATE

This is the second of 3 steps to submit an online application for a Death Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Deceased:	Ramon, Jason
Number of Certified Copies of the Death Certificate required:	1
Fee amount:	\$ 9.00
Died at on the Island of	
Date of Death (YYYYMMDD):	2005
Applicant Name: George Ramon	
Mailing Address: Box 33 Road Town Tortola	
Country: Virgin Islands (British)	
Email Address: GR@yahoo.com	
Relationship to Deceased:	brother
Next	

Verify that the information you have entered is correct and Click **Next** to electronically submit the form to the Registrar-General's Office.

Your Confirmation of Online Application with Priority Number will be displayed:

CONFIRMATION OF ONLINE APPLICATION FOR DEATH CERTIFICATE <i>Priority Number: 550</i>	
Date/Time Submitted: 03-08-2010 13.16.14	
Your application for a Death Certificate has been submitted to the Registrar General's Office.	
Click here to print this Confirmation.	
You will be notified via email when the search has been conducted. If the search is successful, mail the printed Confirmation, your email notification, and an International Money Order for 9.00USD to the address shown above. Your certificate will then be mailed to you.	
NOTE: If payment is not received within 30 days of the date of your email notification your application will be deleted.	
Name of Deceased:	Ramon , Jason
Number of Certified Copies of the Death Certificate required:	1
Fee amount:	9.00
Died at on the Island of	
Date of Death (YYYYMMDD):	2005
Applicant Name:	George Ramon
Mailing Address:	Box 33 Road Town Tortola
Country:	Virgin Islands (British)
Email Address:	GR@yahoo.com
Relationship to Deceased:	brother

Death Record Immediately Identified

If the death record is immediately identified you will receive the following confirmation message:

Your application for a Death Certificate has been processed and the search was successful, finding Birth Record # 19940785.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Mail the Printed Confirmation and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

Death Record Submitted for Further Search

If the requested death record is not immediately identified, a search will be conducted by Registrar-General's Office staff: You will receive the following message:

Your application for a Death Certificate has been submitted to the Registrar General's Office.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.

If the search is successful, mail the Printed Confirmation, your Email Notification and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

NOTE: If payment is not received within 30 days of the date of your email notification, your application will be deleted.

Request by Paper Application Form

If you need to give an Application form to someone who does not have a computer, display the Application form by clicking the link provided [here](#) **NOTE:** To display and print the

paper Application Form you will need to have Adobe Acrobat Reader software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.



Print the form on your printer by clicking your **browser** print icon



The applicant will complete the Application form by hand and bring it, along with Payment and Valid Identification to the Registrar-General's Office.

ADOPTIONS

Certified Copy Adoption Certificate

To submit an online request for a certified copy of an Adoption Certificate click the link: [Obtain a certified copy of an Adoption Certificate](#).

The Online Application for Adoption Certificate page will be displayed:

ONLINE APPLICATION FOR ADOPTION CERTIFICATE

This is the first of 3 steps to submit an online application for an Adoption Certificate. Complete the following form, then click the 'Next' button at the bottom of this page.

* Adoptee Last Name:	<input type="text"/>	* First Name:	<input type="text"/>
* Adopter 1 Last Name:	<input type="text"/>	* First Name:	<input type="text"/>
Adopter 2 Last Name:	<input type="text"/>	First Name:	<input type="text"/>
* Date of Adoption (YYYYMMDD):	Example: 1st December 1997 = 19971201 If the date is unknown enter only the year, e.g. 1997		
* Number of Certified Copies of the Adoption Certificate required:	<input type="text" value="1"/>		
* Applicant Name:	<input type="text"/>		
* Email Address:	<input type="text"/>		
Confirm Email:	<input type="text"/>		
* Relationship to Adoptee:	<input type="text"/>		

* = Required

Next

Online Application

The Online Application allows you to electronically submit your Application form and search request to the Registrar-General's Office. After the Application form is completed and submitted you will receive a Confirmation with Priority Number that will expedite your certificate search. You will also be notified by email (if applicable) from the Registrar-General's Office when the search has been completed.

The Certified Copy(ies) you request will be printed and certified at the Registrar-General's Office.

NOTE: To receive your Certified Copy(ies) of Adoption Certificate you must bring:

- 1) a copy of your Confirmation,**
- 2) a copy of your Email Notification**
- 3) Valid Identification; and**
- 4) the Required Fee for the copies**

The Online Application For Adoption Certificate page will be displayed.

Complete the Application form as thoroughly as possible making sure to complete the Required fields which are identified by a red asterisk *** = Required**

The number of certified copies required field will always show “1” as the default. If you would like to request more than one Certified Copy enter the number of certified copies desired.

Example of Step 1:

ONLINE APPLICATION

ONLINE APPLICATION FOR ADOPTION CERTIFICATE

This is the first of 3 steps to submit an online application for an Adoption Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

* Adoptee Last Name:	Smith	* First Name:	Rebecca
* Adopter #1 Last Name:	Gleeson	* First Name:	Robert
Adopter #2 Last Name:		First Name:	
* Date of Adoption (YYYYMMDD):	2011 Example: 1st December 1997 = 19971201 If the date is unknown enter only the year, e.g. 1997		
* Number of Certified Copies of the Adoption Certificate required:	1		
* Applicant Name:	Robert Gleeson		
* Email Address:	RG@aol.com		
Confirm Email:	RG@aol.com		
* Relationship to Adoptee:	Father		

* = Required

Next

After completing the form select the Next button **Next** to display the Verification page:

Example of Step 2:

VERIFICATION

VERIFICATION OF ONLINE APPLICATION FOR ADOPTION CERTIFICATE

This is the second of 3 steps to submit an online application for an Adoption Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Adoptee:	SMITH, REBECCA
Number of Certified Copies of the Adoption Certificate required:	1
Fee amount:	\$ 4.00
Date of Adoption (YYYYMMDD):	2011
Adopter #1 Name:	GLEESON, ROBERT
Adopter #2 Name:	
Applicant Name:	ROBERT GLEESON
Email Address:	RG@aol.com
Relationship to Adoptee:	father

Next

Verify that the information you have entered is correct and click

Next

Example of Step 3

CONFIRMATION WITH PRIORITY NUMBER

CONFIRMATION OF ONLINE APPLICATION FOR ADOPTION CERTIFICATE <i>Priority Number: 668</i>																			
Date/Time Submitted: 01-02-2011 13:56:39																			
Your application for an Adoption Certificate has been processed and the search was successful, finding Adoption Record # 1374.																			
Click here to print this Confirmation.																			
Take this printed Confirmation to Registrar General's Office. Go directly to the cashier. The amount due at that time will be \$ 4.00. You will be required to present valid identification.																			
NOTE: If you do not obtain the certified copy within 30 days of the search your application will be deleted.																			
<table><tr><td>Name of Adoptee:</td><td>SMITH, REBECCA</td></tr><tr><td>Number of Certified Copies of the Adoption Certificate required:</td><td>1</td></tr><tr><td>Fee amount:</td><td>\$ 4.00</td></tr><tr><td>Date of Adoption (YYYYMMDD):</td><td>2011</td></tr><tr><td>Adopter #1 Name:</td><td>GLEESON, ROBERT</td></tr><tr><td>Adopter #2 Name:</td><td></td></tr><tr><td>Applicant Name:</td><td>ROBERT GLEESON</td></tr><tr><td>Email Address:</td><td>RG@aol.com</td></tr><tr><td>Relationship to Adoptee:</td><td>father</td></tr></table>		Name of Adoptee:	SMITH, REBECCA	Number of Certified Copies of the Adoption Certificate required:	1	Fee amount:	\$ 4.00	Date of Adoption (YYYYMMDD):	2011	Adopter #1 Name:	GLEESON, ROBERT	Adopter #2 Name:		Applicant Name:	ROBERT GLEESON	Email Address:	RG@aol.com	Relationship to Adoptee:	father
Name of Adoptee:	SMITH, REBECCA																		
Number of Certified Copies of the Adoption Certificate required:	1																		
Fee amount:	\$ 4.00																		
Date of Adoption (YYYYMMDD):	2011																		
Adopter #1 Name:	GLEESON, ROBERT																		
Adopter #2 Name:																			
Applicant Name:	ROBERT GLEESON																		
Email Address:	RG@aol.com																		
Relationship to Adoptee:	father																		
Click here to submit another application or Click here to exit.																			

Your Application has now been sent electronically to the Registrar-General's Office. The Confirmation includes a notation of the Date and Time Submitted along with your Priority Number **Priority Number: 668**. The Confirmation will also indicate the number of copies you have requested as well as the total fee due.

Adoption Record Immediately Identified

If the adoption record is immediately identified you will receive the following confirmation message:

Your application for an Adoption Certificate has been processed and the search was successful, finding Adoption Record # 1374.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Take your Printed Confirmation, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

Adoption Record Submitted for Further Search

If the requested adoption record is not immediately identified, a search will be conducted by Registrar-General's Office staff. You will receive the following message:

Your application for an Adoption Certificate has been submitted to the Registrar General's Office.

You will be notified by email when the search has been completed. Print a copy of the Email Notification when it is received.

If the Registrar-General's Office indicates to you via email that the search has been successful, take your Printed Confirmation and a copy of your Email Notification, along with Valid Identification and Fee Due to the Registrar-General's Office. ***Go directly to the Cashier.***

NOTE: If you do not obtain the certified copy(ies) within 30 days of the search your application will be deleted.

To submit another application click [Click here to submit another application](#) or to exit click [Click here to exit.](#)

BELONGER STATUS AND NATIONALITY

Q & A Booklet

This feature provides questions and answers regarding belonger status and nationality.

NOTE: To display and print the Belonger Status and Nationality Question & Answer

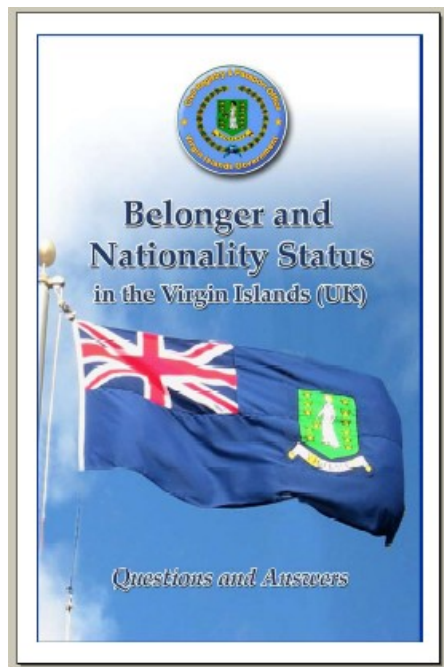
Booklet you will need to have Adobe Acrobat Reader  software.

Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the booklet on your printer by clicking your **browser** print icon 


To access the Belonger and Nationality brochure click


• [Q&A Booklet](#) 



Belonger Card Application

NOTE: To display and print the Belonger Card Application you will need to have Adobe

Acrobat Reader  software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the application on your printer by clicking your **browser** print icon 

To access the Belonger Card Application click • [Belonger Card Application](#) 

The Application will be displayed:

**APPLICATION FOR IDENTITY CARD FOR PERSON DEEMED
TO BELONG TO THE
VIRGIN ISLANDS**

UNDER SECTIONS 2(2)(a), 2(2)(b), 2(2) (c), 2(2)(d), 2(2)(e), 2(2)(f), 2(2)(g) or 2(2)(h)
OF THE V.I. CONSTITUTION ORDER, 2007

- NOTE:** (i) Section 2(2)(a): Born in the Virgin Islands of a mother or father who is:
- (i) A BOTC by virtue of birth, registration, naturalisation or by descent from a father or mother who was born in the Virgin Islands
 - (ii) Settled in the Virgin Islands
- (ii) Section 2(2)(b): Born in the Virgin Islands of a mother or father who is deemed to belong to the Virgin Islands by birth or descent.
- (iii) Section 2(2)(c): The child adopted in the Virgin Islands by a person who is deemed to belong to the Virgin Islands by birth or descent.

MARRIAGES

Options

Marriages

- [General Information](#)
This page contains rules, regulations and general information about getting married in the Virgin Islands.
- [Prepare Marriage Licence Application](#)
Select this option to prepare and print your Marriage Licence Application and receive priority status.
- [Obtain a certified copy of a Marriage Certificate](#)
- [Marriage Officer Login](#)
This site is restricted to registered Marriage Officers.

General Information

This page contains rules, regulations and general information about getting Married in the Virgin Islands.

To display the document click [General Information](#)

Marriage Licence Application

Marriage Officer Approval

An online application for a Virgin Islands marriage licence must be reviewed and ceremony details approved by the Marriage Officer before the application can be submitted to the Registrar-General's Office. You may use this online process to prepare the application and submit it to the Marriage Officer of your choice, including the Registrar-General.

Note that a marriage licence is issued for a specific Marriage officer and marriage ceremony venue. It is imperative that you discuss your plans with the Marriage Officer before submitting the application for review and subsequent submission to the Registrar-General's Office.

When you prepare and electronically submit the application, the Marriage Officer will be notified that it is available for review.

The Marriage Officer will electronically review the application and approve or deny ceremony details. You will be informed of the action via email.

To access the application form select • [Prepare Marriage Licence Application](#)

The Application For Marriage Licence page will be displayed:

APPLICATION FOR MARRIAGE LICENCE

An online application for a Virgin Islands marriage licence must be reviewed by the Marriage Officer before it can be submitted to the Registrar-General's Office. You may use this online process to prepare the application and submit it to the Marriage Officer of your choice, including the Registrar-General.

Note that a marriage licence is issued for a specific Marriage Officer and Marriage Ceremony venue. It is imperative that you discuss your plans with the Marriage Officer before submitting the application for their approval of the ceremony, which will be followed by submission of the application in person to Registrar-General's Office for approval of the application.

Click [here](#) for the directory of Virgin Islands Marriage Officers.

You may wish to use the services of a professional wedding planner who can describe the various ceremony venues, tailor the wedding to suit your requirements, and take care of many of the details. Click [here](#) for the directory of Virgin Islands Wedding Planners.

Click [here](#) to prepare the licence application and submit it to the Marriage Officer. When you electronically submit the application, the Marriage Officer will be notified that it is available for review.

The Marriage Officer will electronically approve or deny the ceremony details. You will be informed of the action via email, which will contain your Priority Number if approved.

To display the directory listing of Virgin Islands Marriage Officers click the link provided

[Click here for the directory of Virgin Islands Marriage Officers.](#)

You may wish to use the services of a professional wedding planner who can describe the various ceremony venues, tailor the wedding to suit your requirements and take care of many of the details. To display the directory of Virgin Islands Wedding Planners click the link provided [Click here for the directory of Virgin Islands Wedding Planners.](#)

NOTE: It is imperative that you have discussed your marriage ceremony plans with the Marriage Officer before completing the Marriage Licence Application.

To prepare the licence application click [Click here to prepare the licence application](#)

The Marriage Licence Application is a 3 Step process.

Example of Step 1:

Complete the Application for Marriage Licence Form.

NOTE: In order to facilitate rapid searching of descriptive files a [Find](#) link is provided for the Occupation/Calling, Country of Birth, and Citizen Of categories. When you click the [Find](#) link you will be prompted to enter search criteria. Selected data will automatically be entered in the form.

Ceremony Details

Enter the proposed venue for the marriage: Proposed Venue for Marriage:

If the marriage ceremony is to be officiated by the Registrar-General put a check in the box ☒ provided. ☒ Check this box if the marriage ceremony will be officiated by the Registrar-General: ☒

If the marriage ceremony will **NOT** be officiated by the Registrar-General select the marriage officer from the drop down menu:

Click **Next** to proceed.

Example of Step 2:

Marriage To Be Conducted by Registrar-General

If the ceremony is to be performed by the Registrar-General complete a Marriage Appointment Form so that the appointment for the ceremony can be scheduled. Please enter as much marriage ceremony detail as is available at this time. This form will be printed with your Preliminary Marriage Application and should be brought to the Registrar-General's Office in person for ceremony scheduling.

NOTE: The witnesses to the signing of the application need not be the same individuals who witness the marriage ceremony.

APPLICATION FOR MARRIAGE LICENCE
Marriage Appointment Form

The Registrar-General requires you to submit a Marriage Appointment Form so that the appointment for the ceremony can be scheduled.

You may save time if you enter as much of the following Marriage Appointment Form information as is possible at this time.

This form will be PRINTED with your preliminary Marriage Application, and should be brought to the Registrar-General's office in person for ceremony scheduling.

Name of Witness #1: Fred Lee Tel No: 434-5555
 Name of Witness #2: Wilson Lee Tel No: 434-5555
 Proposed Date/Time: Date (DDMM/YYYY): 03032011 Time: 5:00 pm (Example: 1:30 pm)
 Contact Number(s) Locally: 434-5793

Attire: ☐ Formal ☐ Semi-Formal ☒ Elegantly Casual

Marriage with Rings? ☒ Yes ☐ No

Apostille: Check this box if an Apostille is required on the wedding certificate ☐

Next

Check the box provided if an Apostille is required on the wedding certificate:

Apostille: Check this box if an Apostille is required on the wedding certificate ☒

Click

Next

Example of Step 3:

NOTE: It is imperative that you have discussed your marriage ceremony plans with the Marriage Officer before proceeding.

Carefully review the data you have entered for accuracy. You will be alerted as to any additional documents that will be required.

Example of documents required alert:

IMPORTANT!

An original or certified copy of the death certificate for the previous spouse of Stanley Myer is required.

The Application For Marriage Licence Verification page will be displayed:

APPLICATION FOR MARRIAGE LICENCE - VERIFICATION

NOTE: It is imperative that you have discussed your marriage ceremony plans with the Marriage Officer before proceeding!

Carefully verify the following data, then click the "Next" button at the bottom of this page to submit the application to the Marriage Officer for approval.

IMPORTANT!

An original or certified copy of the death certificate for the previous spouse of Stanley Myer is required.

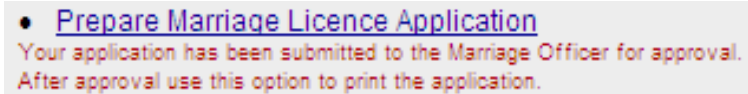
Details - GROOM	
Name in Full:	Myer, Stanley Henry
Current Condition:	Widowed
Occupation/Calling:	Laboratory Technician
Date of Birth:	5th May 1970 Age Last Birthday: 40
Country of Birth:	United States
Country Of:	United States
How long resident in The Virgin Islands:	4 Days
Address in Town:	Barra's Hotel
Tel No:	434-5793

Select

Next

to submit the application to the Marriage Officer for review.

A confirmation message will be displayed:



You will receive an email confirmation that your marriage application has been submitted. In addition, you will also receive an email message with an assigned Priority Number from the Marriage Officer when your application has been reviewed and ceremony details approved.

Marriage Licence Application Approved

After you have received an email with Priority Number from the Marriage Officer indicating your marriage licence application has been reviewed and ceremony details approved, use the • [Prepare Marriage Licence Application](#) link to print your approved application.

Enter the Priority Number and Groom's Last Name.

A screenshot of a form titled 'After Marriage Officer Approval:'. It contains two input fields. The first is labeled 'Application Priority Number:' and has the value '306' entered. The second is labeled 'Groom's Last Name:' and has the value 'Myer' entered.

Click **Next** to display and print the approved application.

The **NOTES** section will inform you as to any additional documents that will be required by the Registrar-General's Office.

Click the link [here](#) to print the Form. You may then submit, in person, the application and the required supporting documents to the Registrar-General's Office for approval, signing and witnessing.

NOTE: The individuals who witness the application form do not have to be the same individuals that will witness the marriage ceremony.

Marriage Appointment Form

If the marriage is to be conducted by the Registrar-General a Marriage Appointment Form will also be displayed:

Civil Registry and Passport Office
Bermuda Building
Waterside City 1
P.O. Box 2150
Road Town, Tortola
Virgin Islands

Telephone (284) 424-2442
Fax (284) 424-2703

MARRIAGE APPOINTMENT FORM

Full Name of Groom: **Myer, Stanley Henry**
Age: **40**
Occupation: **Laboratory Technician**
Marital Status: **Widowed**

Full Name of Bride: **Harcourt, Angela Louisa**
Age: **40**
Occupation: **Labor Negotiator**
Marital Status: **Single**

Name of witnesses: 1. **Jennifer Jones** Tel: 494-5555
2. **Mark West** Tel: 494-5555

NOTE:

- All marriage appointments must be confirmed by the Registrar-General.
- Wedding appointments (time & venue) must be adhered to unless altered by the Registrar-General.
- Any lateness in excess of 10 minutes will attract a penalty.

Marriage Licence Signed Notification

The Marriage Officer will be notified via email when the marriage licence has been signed and is ready for printing.

Certified Copy Marriage Certificate

To obtain a certified copy of a Marriage Certificate click the appropriate link: [Obtain a certified copy of a Marriage Certificate](#). An instruction page will be displayed.

You can request a certified copy of a marriage certificate via an Online Application or by Mail.

HOW TO OBTAIN A CERTIFIED COPY OF A MARRIAGE CERTIFICATE

The following options are available to obtain a certified copy of a Marriage Certificate:

1. **Online Application:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, bring the Application Confirmation to the Registrar General's Office to collect the certified copy.

Please note that you will be required to show identification at that time.

2. **By Mail:** Click [here](#) to display the Online Application. Complete the form, then electronically submit it to the Registrar General's Office and print the Application Confirmation. After you have been informed that the search was successful, mail a copy of the Application Confirmation along with the prescribed payment to the address shown at the top of this page. The certificate will be mailed to you.

Online Application

The Online Application allows you to electronically submit your Application form and search request to the Registrar-General's Office. After the Application form is completed and submitted you will receive a Conformation with Priority Number that will expedite your certificate search. You will also be notified by email from the Registrar-General's Office (if applicable) when the search has been completed.

The Certified Copy(ies) you request will be printed and certified at the Registrar-General's Office.

NOTE: To receive your Certified Copy(ies) of Marriage Certificate you must bring:

- 1) a copy of your Confirmation,**
- 2) a copy of your Email Notification**
- 3) Valid Identification; and**
- 4) the Required Fee for the copies**

To display the Online Application click the link provided [here](#)

The Online Application For Marriage Certificate page will be displayed.

Complete the Application form as thoroughly as possible making sure to complete the Required fields which are identified by a red asterisk * = Required

NOTE: If you know the Marriage Registration Number enter it in the field provided. You will still need to provide the names of the Groom and Bride to confirm that the Registration Number is correct.

The number of certified copies required field will always show "1" as the default. If you would like to request more than one Certified Copy enter the number of certified copies desired.

Example of Step 1:

ONLINE APPLICATION

ONLINE APPLICATION FOR MARRIAGE CERTIFICATE

This is the first of 3 steps to submit an online application for a Marriage Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

Name of Husband:	<input type="text" value="Hansen"/>	<input type="text" value="Paul"/>	<input type="text"/>
	* Last	* First	Middle
* = Required			
Wife's Maiden Name:	<input type="text" value="Ramon"/>	<input type="text" value="Julie"/>	<input type="text"/>
	* Last	* First	Middle
Date of Wedding (ddmmyyyy):	<input type="text" value="2010"/> Example: 21st December 1997 = 21121997 If the date is unknown enter only the year, e.g. 1997		
Place of Wedding:	<input type="text" value="Trinity Baptist"/>		
Registration #:	<input type="text"/>		
Marriage Officer:	<input type="text"/>		
* Number of Certified Copies of the Marriage Certificate required:	<input type="text" value="1"/>		
* Applicant Name:	<input type="text" value="Julie Hansen"/>		


After completing the form select the Next button  to display the Verification page:


Example of Step 2:

VERIFICATION

VERIFICATION OF ONLINE APPLICATION FOR MARRIAGE CERTIFICATE

This is the second of 3 steps to submit an online application for a Marriage Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Husband:	Hansen, Paul
Maiden Name of Wife:	Ramon, Julie
Date of Wedding:	2010
Place of Wedding:	Trinity Baptist
Number of Certified Copies of the Marriage Certificate required:	1
Fee amount:	\$ 20.00
Applicant Name: Julie Hansen Email Address: vslocum@globalisle.com	
	

Verify that the information you have entered is correct and click 

Example of Step 3

CONFIRMATION WITH PRIORITY NUMBER

CONFIRMATION OF ONLINE APPLICATION FOR MARRIAGE CERTIFICATE
Priority Number: 163

Date/Time Submitted: 30-11-2010 10:31:26

Your application for a Marriage Certificate has been processed and the search was successful, finding Marriage Record # 1196.

Click: [here](#) to print this Confirmation.

Take this printed Confirmation to the Registrar General's Office. Go directly to the cashier. The amount due at that time will be 20.00. You will be required to present valid identification.

NOTE: If you do not obtain the certified copy within 30 days of the search your application will be deleted.

Name of Husband:	Hansen, Paul
Wife's Maiden Name:	Ramon, Julie
Date of Marriage:	2010
Place of Marriage on the Island of	Trinity Baptist
Registration #	1196
Number of Certified Copies of the Marriage Certificate required:	1
Fee amount:	20.00
Applicant Name: Julie Hansen Email Address: vslocum@globalisle.com	

Your Application has now been sent electronically to the Registrar-General's Office. The Confirmation includes a notation of the Date and Time Submitted along with your Priority Number. **Priority Number: 163** The Confirmation will also indicate the number of copies you have requested as well as the total fee due.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Marriage Record Immediately Identified

If the marriage record is immediately identified you will receive the following confirmation message:

Your application for a Marriage Certificate has been processed and the search was successful, finding Marriage Record # 1196.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Take your Printed Confirmation, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

Marriage Record Submitted for Further Search

If the requested marriage record is not immediately identified, a search will be conducted by Registrar-General's Office staff: You will receive the following message:

Your application for a Marriage Certificate has been submitted to the Registrar General's Department.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.

If the Registrar-General's Office indicates to you via email that the search has been successful, take your Printed Confirmation and a copy of your Email Notification, along with Valid Identification and Fee Due to the Registrar-General's Office. **Go directly to the Cashier.**

NOTE: If you do not obtain the certified copy(ies) within 30 days of the search your application will be deleted.

To exit click [Click here](#) to exit.

Request by Mail

Complete the following the steps outlined above. You will need to enter your complete mailing address.

Complete the Application form as thoroughly as possible making sure to complete the Required fields which are identified by a red asterisk *** = Required**

NOTE: If you know the Marriage Registration Number enter it in the field provided. You will still need to provide the names of the Groom and Bride to confirm that the Registration Number is correct.

Example:

ONLINE APPLICATION FOR MARRIAGE CERTIFICATE

This is the first of 3 steps to submit an online application for a Marriage Certificate. Complete the following form, then click the "Next" button at the bottom of this page.

Name of Husband:	<input type="text" value="Hansen"/> <small>* Last</small>	<input type="text" value="Paul"/> <small>* First</small>	<input type="text"/> <small>Middle</small>
Wife's Maiden Name:	<input type="text" value="Ramon"/> <small>* Last</small>	<input type="text" value="Julie"/> <small>* First</small>	<input type="text"/> <small>Middle</small>
Date of Wedding (ddmmyyyy):	<input type="text" value="2010"/> Example: 21st December 1997 = 21121997 If the date is unknown enter only the year, e.g. 1997		
Place of Wedding:	<input type="text"/>		
Registration #:	<input type="text"/>		
Marriage Officer:	<input type="text" value="Remmington"/>		
* Number of Certified Copies of the Marriage Certificate required:	<input type="text" value="1"/>		
* Applicant Name:	<input type="text" value="Julie Hansen"/>		
* Mailing Address:	<input type="text" value="P.O. Box 33"/>		
	<input type="text" value="Road Town"/>		
	<input type="text" value="Tortola"/>		
* Country:	<input type="text" value="Virgin Islands (British)"/>		

Click **Next** The Verification screen will be displayed:

VERIFICATION OF ONLINE APPLICATION FOR MARRIAGE CERTIFICATE

This is the second of 3 steps to submit an online application for a Marriage Certificate. Verify the information on this form, then click the "Next" button at the bottom of this page.

Name of Husband:	Hansen, Paul
Maiden Name of Wife:	Ramon, Julie
Date of Wedding:	2010
Marriage Officer:	Remmington
Number of Certified Copies of the Marriage Certificate required:	1
Fee amount:	\$ 20.00
Applicant Name: Julie Hansen Mailing Address: P.O. Box 33 Road Town Tortola Country: Virgin Islands (British) Email Address: vslocum@globalisle.com	
Next	

Verify that the information you have entered is correct and Click **Next** to electronically submit the form to the Registrar-General's Office.

Your Confirmation of Online Application with Priority Number will be displayed:

CONFIRMATION OF ONLINE APPLICATION FOR MARRIAGE CERTIFICATE Priority Number: 164

Date/Time Submitted: 30-11-2010 10.46.16

Your application for a Marriage Certificate has been processed and the search was successful, finding Marriage Record # 1196.

Click [here](#) to print this Confirmation.

Mail the printed Confirmation and an International Money Order for 20.00BSD to the address shown above. Your certificate will then be mailed to you.

NOTE: If payment is not received within 30 days of the date of your email notification your application will be deleted.

Name of Husband:	Hansen , Paul
Wife's Maiden Name:	Ramon , Julie
Date of Marriage:	2010
Registration #:	1196
Marriage Officer	Remmington
Number of Certified Copies of the Marriage Certificate required:	1
Fee amount:	20.00
Applicant Name: Julie Hansen Mailing Address: P.O. Box 33 Road Town Tortola Country: Virgin Islands (British)	

Marriage Record Immediately Identified

If the marriage record is immediately identified you will receive the following confirmation message:

Your application for a Marriage Certificate has been processed and the search was successful, finding Marriage Record # 1196.

Print the Confirmation by clicking the link [Click here to print this Confirmation.](#)

Mail the Printed Confirmation and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

Marriage Record Submitted for Further Search

If the requested marriage record is not immediately identified, a search will be conducted by Registrar-General's Office staff. You will receive the following message:

Your application for a Marriage Certificate has been submitted to the Registrar General's Office.

You will be notified by email when the search has been completed . Print a copy of the Email Notification when it is received.

If the search is successful, mail the Printed Confirmation, your Email Notification and an International Money Order for the Prescribed Fee to the address shown on the Confirmation. The Certificate will then be mailed to you.

NOTE: If payment is not received within 30 days of the date of your email notification, your application will be deleted.

To exit click [Click here to exit.](#)

Marriage Officer Login

This site is restricted to registered Marriage Officers. To enroll for this service contact Registrar-General's Office.

VISAS

This feature provides general information regarding obtaining a Virgin Islands Visa and printing a Visa Application Form.

To access Visa Guidance Notes click • [Guidance Notes](#)

The Guidance Notes web page will open in a new window:





PASSPORTS

Passport Information

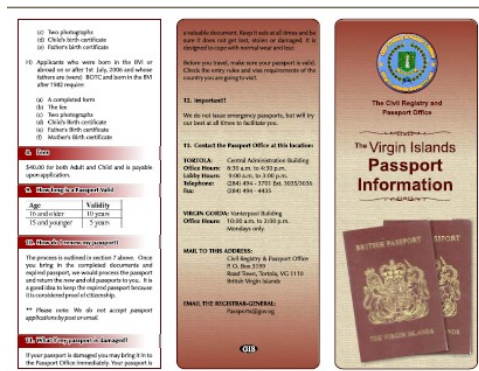
This feature provides general information regarding Virgin Islands Passports.

NOTE: To display and print the Virgin Islands Passport Information brochure you will need

to have Adobe Acrobat Reader  software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the brochure on your printer by clicking your **browser** print icon 

To access the Passports brochure click  [Passport Information](#)




Passport Applications

To access Passport Applications select

 [Passport Applications](#)
[Adult - Form C1](#)
[Child \(Under 16\) - Form C2](#)

The Application will be displayed:

NOTE: To display and print the Virgin Islands Passport Applications you will need to have

Adobe Acrobat Reader  software. Acrobat Reader is available at no charge and can be found by going to the Adobe website at Adobe.com.

Print the Applications on your printer by clicking your **browser** print icon 

Travel and Living Abroad

This link connects to The Foreign and Commonwealth website • [Travel & Living Abroad](#)


The Foreign and Commonwealth site offers travel advice, tips on locating embassies and other valuable travel information.

DOCUMENT AUTHENTICATION

If you have a certificate with a printed 8-character Authentication Code, you can use this option to verify the authentication of the document.

Click the link provided to display the search page:

• [Document Authentication](#)

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