



(As Amended 05/2015)

CIVIL REGISTRY & PASSPORT OFFICE

APPLICATION FOR IDENTITY CARD FOR PERSONS 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

SECTION DEFINITIONS:

- (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.
- (iv) Section 2(2)(d): Is born outside the Virgin Islands of a father or mother who is a British Overseas Territories citizen by virtue of birth in the Virgin Islands or descent from a father or mother who was born in the Virgin Islands or who belongs to the Virgin Islands by virtue of birth in the Virgin Islands or descent from a father or mother who was born in the Virgin Islands.
- (v) Section 2(2)(e): Is a British Overseas Territories Citizen by virtue of registration in the Virgin Islands.
- (vi) Section 2(2)(f): Is a person to whom a certificate has been granted under section 16 of the Immigration and Passport Act 1977 of the Virgin Islands.
- (vii) Section 2(2)(g): Is the spouse of a person who belongs to the Virgin Islands and has been granted a certificate under section 16 of the Act.
- (viii) Section 2(2)(h): Was immediately before the commencement of this Constitution deemed to belong to the Virgin Islands by virtue of the Virgin Islands (Constitution) Order 1976.

FOR OFFICIAL USE ONLY

Received By: _____
(Print Name) (Signature)

Payment Received: Yes No

Receipt Number: _____
(A copy of the receipt must be attached)

Civil Registry

Telephone: (284) 468-3442
Facsimile: (284) 468-3434

Passport Office

Telephone: (284) 468-3048
Facsimile: (284) 468-3182

Registrar-General

E-mail: sbenn@gov.vg, infocris@gov.vg

Website: www.bvi.gov.vg

1 APPLICANT

Please fill in your particulars below. To be completed by all applicants.

1. (a) DATE: _____
- (b) APPLICANT'S FULL NAME: _____
- (c) MAIDEN NAME / PREVIOUS NAME(S) (Where Applicable): _____
- (d) PLACE OF BIRTH: _____
- (e) DATE OF BIRTH: _____ / _____ / _____ (f) AGE: _____
DAY MONTH YEAR
- (g) NATIONALITY: _____ (h) SEX: _____

2 PARENT

To be completed by applicants claiming belonger status through a parent. Please only complete the particulars of the parent you are claiming through and indicate so by ticking the box next to mother or father.

2. (a) FULL NAME: _____ Mother [] Father []
- (b) MAIDEN NAME / PREVIOUS NAME(S) (Where Applicable): _____
- (c) PLACE OF BIRTH: _____ (d) DATE OF BIRTH: _____ / _____ / _____
DAY MONTH YEAR

3 GRANDPARENT

To be completed by applicants claiming belonger status through a grandparent. Please only complete the particulars of the grandparent you are claiming through and indicate so by ticking the box next to grandmother or grandfather. Please note that if you are filling this section, section 2 must also be completed showing the parent that connects you to your grandparent.

3. (a) FULL NAME: _____ Grandmother [] Grandfather []
- (b) MAIDEN NAME / PREVIOUS NAME(S) (Where Applicable): _____
- (c) PLACE OF BIRTH: _____ (d) DATE OF BIRTH: _____ / _____ / _____
DAY MONTH YEAR

4 APPLICANT'S HUSBAND

To be completed by applicants who are claiming belonger status through their husband only. Please note that if you were married **on or after January 1st, 2001** you should apply for belonger status at the Department of Immigration.

4. (a) HUSBAND'S NAME: _____
(b) PLACE OF BIRTH: _____ (c) DATE OF BIRTH: _____ / _____ / _____
DAY MONTH YEAR
(d) DATE OF MARRIAGE: _____ / _____ / _____ (e) DATE OF DIVORCE: _____ / _____ / _____
DAY MONTH YEAR

IF NOT DIVORCED PLEASE CHECK []

5 NATURALISATION/REGISTRATION

To be completed by applicants claiming belonger status through Naturalisation or Registration only. Please note that if you were Naturalised on or after **June 15th, 2007** you should apply for belonger status at the Department of Immigration.

5. (a) NATURALISATION/REGISTRATION NUMBER: _____
(b) PLACE OF ISSUE: _____ (c) DATE OF ISSUE: _____ / _____ / _____
DAY MONTH YEAR
(d) REFERENCE NUMBER: _____

6 DECLARATION - TO BE COMPLETED BY ALL APPLICANTS

Important - Please read the following before signing your application.

I hereby certify that all of the information I have furnished on this form is true and correct to the best of my knowledge and belief, and all documents which I have supplied are **authentic**. I understand that any **misleading** information may result in **denial** of a card or **revocation** of any card given.

Applicant's Signature (sign if you are 12 years of age and older):

Parent's Signature (for children under the age of 12):

_____ Mother [] Father []

Date: _____ **Contact #'s:** _____

Email : _____

Please continue to the back of this page for important notes.

DOCUMENTS TO BE PRODUCED: (ORIGINALS ONLY)

Please note that we will not accept laminated or damaged documents. Further note that all documents produced in foreign languages (e.g. Spanish, French etc.) must be accompanied by a certified English translation. Please be advised that the Civil Registry & Passport Office reserves the right to request further documentation following the review of the application if the need arises.

- | | | | |
|---|-----|--|-----|
| (a) Applicant's Birth Certificate | [] | (f) Applicant's Adoption Certificate | [] |
| (b) Applicant's Marriage Certificate | [] | (g) Applicant's Belonger Card | [] |
| (c) Mother/Father Birth Certificate | [] | (h) Applicant Husband's Birth Certificate | [] |
| (d) Grandfather/Grandmother Birth Certificate | [] | (i) Applicant's Naturalisation Certificate | [] |
| (e) Applicant's Registration Certificate | [] | (j) Photo Id of Applicant/Parent(s) | [] |
- (k) Other (not listed above) _____

FEE & PAYMENT

\$100.00 + \$25.00 application fee (payable in US dollars for each applicant at the time of application).

Please be advised that fees are subject to change without notice.

The following are acceptable forms of payment:

- Cash
- Credit Cards (Visa/MasterCard)
- ATH Debit Cards
- **International** Money Orders
- Personal/Business Cheques (**Local only, for payments of \$50.00 or more**)

Please note that all cheques and money orders are to be made payable to **The Accountant General**. Further note that Applicants must produce a valid photo ID for all credit card and ATH debit card transactions.

APPLICATION PROCESS

Please note applications may be submitted Monday - Friday, during the hours of **9:00am – 3:00pm**.

Applicants will now be required to appear in person as photos and signatures will be captured in-house. As such, applications sent via mail, by an agent/solicitor or by an individual other than the applicant will no longer be accepted.

We will accommodate persons on the same day of submission provided that all documentation presented are in order. There may instances where the application may require further review. In such cases, the applicant will be contacted upon completion of the review.

IMPORTANT NOTES

All applicants must produce a valid photo ID in addition to the requested documents when making an application for belonger status. In the case of children without photo ID's, the photo ID of the parent(s) must be produced in addition to the requested documents.

If an application is being made for an infant, please be advised that you should bring along the infant's car seat in order to facilitate the capture of the infant's photo.

Please ensure that you read, sign and date the Declaration (section 6) on this application. Further, please ensure you include your contact number(s) and email address on the application in order that we may contact you should the need arise.