



# CIVIL REGISTRY & PASSPORT OFFICE

Central Administration Building  
Road Town, Tortola  
British Virgin Islands

**APPLICATION FOR REGISTRATION**  
OF A CHILD UNDER 18 AS A  
BRITISH OVERSEAS TERRITORIES CITIZEN

BRITISH NATIONALITY ACT 1981  
VIRGIN ISLANDS

**OFFICIAL USE**  
**ONLY**

PHOTO

## **WARNING**

To give false information on this application knowingly or recklessly is a criminal offence punishable with up to three months imprisonment or a fine not exceeding \$500.00 or both. Section 3(1) of the British Nationality (Fees, Offences and Penalties) Act, (Cap. 120) Revised Edition of the Laws of the Virgin Islands 1991.

## **IMPORTANT NOTES**

Please fill this application in BLOCK LETTERS using a black or blue ink ball point pen. Avoid using pens that are very inky. Please use a separate sheet of 8 1/2" X 11" sized plain paper if you run out of space when completing your application. You may neatly strike out any errors that you make while completing this application. Any errors that are struck out must be initialled. Please do not use white out on this application. Untidy applications will not be accepted.

Please note that a checklist must accompany this application outlining the documents to be produced. If you did not receive a checklist, please visit the Civil Registry & Passport Office to obtain one. You are required to call and make an appointment to return your application. Walk-ins will not be accepted. Our contact information is listed at the bottom of this sheet.

**All documents must be valid at the time of application (not exceeding six months).** Failure to comply will result in the refusal of the application. Further note that all documents produced in foreign languages (e.g. Spanish, French etc.) must be accompanied by a certified English translation. Please ensure that all correspondences are addressed as follows:

Registrar General  
Civil Registry & Passport Office  
Central Administration Building  
Road Town, Tortola  
British Virgin Islands

## **OFFICIAL USE ONLY**

Section:

Stamp fee paid: \$

### **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](mailto:sbenn@gov.vg), [infocris@gov.vg](mailto:infocris@gov.vg)

Website: [www.crisvi.gov.vg](http://www.crisvi.gov.vg)

Feb/2015

# SECTION 1: CHILD'S PERSONAL DETAILS

Please complete the following details:

1.1 Surname/family name:

1.2 All other names:

1.3 Name at birth if different from above:

1.4 If name at birth is different from your present name please give: N/A

(i) Date of change to present name: 

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(ii) Reason for change (e.g. adoption, deed poll):

1.5 Date of birth: 

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Age:  Sex: Male  Female

1.6 Village/town/state and country of birth:

1.7 Present nationality:

1.8 Nationality at birth if different from above:

1.9 If stateless, please explain why the child is believed to be stateless. N/A

# SECTION 2: CHILD'S IMMIGRATION STATUS

2.1 If the child is deemed to belong, please complete the details below. If not, please continue to the next section of this application. Please note that where it states Original (Org.) date below it refers to persons who are holders of electronic belonger cards issued under the Virgin islands (Constitution) Order, 2007. N/A

(i) Card number:  (ii) Issue date: 

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(iii) Section:  (iv) Org. date: 

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(v) Issuing authority:









## SECTION 7: DETAILS OF PARENTS

### MOTHER'S DETAILS

7.1 Mother's full name:

7.2 Mother's town/state and country of birth:

7.3 Mother's date of birth:  <sup>D</sup>  <sup>D</sup>  <sup>M</sup>  <sup>M</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>

7.4 Mother's nationality at time of child's birth:

7.5 Mother's present nationality:

7.6 If mother became a British Overseas Territories Citizen after the child's birth please give the following: N/A

(i) Acquisition of status: Descent  Adoption  Registration  Naturalization

(ii) Current British Overseas Territories Citizen (Virgin Islands) passport number:   
*(Please do not enter your British passport number)*

(iii) Naturalisation or registration certificate number and date of issue (complete only if mother is naturalized or registered as a British Overseas Territories Citizen):

Certificate number:  Issue date:  <sup>D</sup>  <sup>D</sup>  <sup>M</sup>  <sup>M</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>

7.7 Mother's present address:

7.8 Mother's contact information:

Daytime telephone number	Cell number	Evening telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address:

7.9 Is the mother of the child deceased? Yes  No

7.10 If deceased, please provide the following:

(i) Place of death:

(ii) Date of death:  <sup>D</sup>  <sup>D</sup>  <sup>M</sup>  <sup>M</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>  <sup>Y</sup>

(iii) Nationality at time of death:

**FATHER'S DETAILS**

7.11 Father's full name:

7.12 Father's town/state and country of birth:

7.13 Father's date of birth:  <sup>D D</sup>  <sup>M M</sup>  <sup>Y Y Y Y</sup>

7.14 Father's nationality at time of child's birth:

7.15 Father's present nationality:

7.16 If father became a British Overseas Territories Citizen after the child's birth please provide the following: N/A

(i) Acquisition of status: Descent  Adoption  Registration  Naturalization

(ii) Current British Overseas Territories Citizen (Virgin Islands) passport number:   
**(Please do not enter your British passport number)**

(iii) Naturalisation or registration certificate number and date of issue (Complete only if you are naturalized or registered as a British Overseas Territories Citizen):

Certificate number:  Issue date:  <sup>D D</sup>  <sup>M M</sup>  <sup>Y Y Y Y</sup>

7.17 Father's present address:

7.18 Father's contact information:

Daytime telephone number	Cell number	Evening telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address:

7.19 Is the father of the child deceased: Yes  No

7.20 If deceased please provide the following:

(i) Place of death:

(ii) Date of death:  <sup>D D</sup>  <sup>M M</sup>  <sup>Y Y Y Y</sup>

(iii) Nationality at time of death:

## SECTION 8: DETAILS OF GRANDPARENTS

Please complete this section only, if any of the child's grandparents is a British Overseas Territories Citizen. If they are not, please proceed to section 7 of the application. N/A

### 8.1 Grandparent's full name:

(i)  (ii)

### 8.2 Grandparent's date of birth:

(i)         (ii)

### 8.3 Grandparent's town/state and country of birth:

(i)   
 (ii)

### 8.4 If grandparent is not a British Overseas Territories Citizen by birth, please provide the following: N/A

(i)(a) Acquisition of status:  
Adoption  Registration  Naturalization

(ii)(a) Acquisition of status:  
Adoption  Registration  Naturalization

(i)(b) Naturalisation or registration certificate number and date of issue (Complete only if you are naturalized or registered as a British Overseas Territories Citizen):

(ii)(b) Naturalisation or registration certificate number and date of issue (Complete only if you are naturalized or registered as a British Overseas Territories Citizen):

Certificate number:

Certificate number:

Issue date:

Issue date:

### 8.5 Relationship to child:

(i)(a) Maternal Grandmother

(ii)(a) Maternal Grandmother

(i)(b) Maternal Grandfather

(ii)(b) Maternal Grandfather

(i)(c) Paternal Grandmother

(ii)(c) Paternal Grandmother

(i)(d) Paternal Grandfather

(ii)(d) Paternal Grandfather

## SECTION 9: DETAILS OF MOTHER'S RESIDENCE

9.1 Please provide below, all addresses in the Virgin Islands at which you have resided from the date of your arrival.

<p><b><u>Address 1</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 2</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 3</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 4</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>
<p><b><u>Address 5</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 6</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 7</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 8</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>
<p><b><u>Address 9</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 10</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 11</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b><u>Address 12</u></b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>

9.2 Please provide on the following page, the details of all your absences from the Virgin Islands during the past five years. In doing so, you are required to record all stamps found in your passport(s), **in chronological order** which cover the entire five year period. You are required to list an exit date for each entry stamp recorded even if the stamp does not appear in the passport. If necessary please continue on a separate sheet of plain 8 1/2" X 11" paper ruled exactly as the table below or you may copy the full page (pg. 11) before completing your information for backup purposes.

Please also include all travels made, that were not recorded by stamp in your passport(s). (e.g. The holder of an American passport while travelling within the US, will not have stamps in that passport recording those travels. However, you are required to record those travels in the list despite the absence of a stamp.)

**Tip** – You may want to record all dates on a sheet of paper before inputting them onto the application to avoid errors.

**NOTE** - The column marked **Total # of days** is for **official use only** and should not be completed by the applicant.

**Total number of days applicant has been absent for period –**

**OFFICIAL USE ONLY**

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## SECTION 10: DETAILS OF FATHER'S RESIDENCE

**10.1** Please provide below, all addresses in the Virgin Islands at which you have resided from date of your arrival.

<p><b>Address 1</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 2</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 3</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 4</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>
<p><b>Address 5</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 6</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 7</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 8</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>
<p><b>Address 9</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 10</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 11</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>	<p><b>Address 12</b></p> <p>_____</p> <p>_____</p> <p>From: _____</p> <p>To: _____</p>

**10.2** Please provide on the following page, the details of all your absences from the Virgin Islands during the past five years. In doing so, you are required to record all stamps found in your passport(s), **in chronological order** which cover the entire five year period. You are required to list an exit date for each entry stamp recorded even if the stamp does not appear in the passport. If necessary please continue on a separate sheet of plain 8 1/2" X 11" paper ruled exactly as the table below or you may copy the full page (pg. 13) before completing your information for backup purposes.

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**Tip** – You may want to record all dates on a sheet of paper before inputting them onto the application to avoid errors.

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**Total number of days applicant has been absent for period –**

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# SECTION 11: CONSENT TO APPLICATION

Please complete the appropriate section of consent. [11(A), 11(B) or 11(C)]

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## **11(A): CONSENT OF CHILD**

(Complete only if you are the child who is aged 10 or older)

I (full name of child in block letters) \_\_\_\_\_

apply for registration as a British overseas Territories Citizen and attach the consent of my mother/father/adopted parents/legal guardian to this application.

Child's signature:

## **11(B): CONSENT OF BIOLOGICAL PARENTS/ADOPTED PARENTS**

(Complete only if you are the biological parents/adopted parents of the child)

I/We (full name of biological parents/adopted parents in block letters) \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_

consent to this application for the registration of my/our child (full name of child in block letters)

\_\_\_\_\_ as a British Overseas Territories Citizen.

Mother's signature:

Father's signature:

**Note:** If only one parent has signed above, please provide below the reason(s) for the absence of the other parent's signature. Please note that documents to support your claim must be produced. (e.g. custody order, death certificate, certified sworn statement/affidavit, legal guardianship document)

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### **11(C): CONSENT OF LEGAL GUARDIAN**

(Complete only if you are not the parent but the legal guardian of the child)

I (full name of legal guardian in block letters) \_\_\_\_\_

of (legal guardian's full address in block letters) \_\_\_\_\_

am the guardian of \_\_\_\_\_

I consent to the application for the registration of the child named above as a British Overseas Territories Citizen.

I am authorized to act as guardian by:

I. The court at \_\_\_\_\_

II. The child's mother/father \_\_\_\_\_ whose consent is attached.

III. Other (e.g. Social Services): \_\_\_\_\_

Guardian's date of birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Guardian's place of birth: \_\_\_\_\_

Guardian's signature: \_\_\_\_\_

Guardian's contact:

Daytime number	Cell number	Evening number

Email address: \_\_\_\_\_

# SECTION 12: DECLARATION

The declaration must be completed and signed by the child's parent or legal guardian.

**!WARNING!** To give false information on this application knowingly or recklessly is a criminal offence punishable with up to three months imprisonment or a fine not exceeding \$500.00 or both. Section 3(1) of the British Nationality (Fees, Offences and Penalties) Act, (Cap. 120) Revised Edition of the Laws of the Virgin Islands 1991.

I (full name of child's parent or legal guardian in block letters)

\_\_\_\_\_ declare that to the best of my knowledge and belief the information given in this application is correct.

Parent or legal guardian's signature:

Date:

D D

M M

Y Y Y Y

**OFFICIAL USE ONLY**

Stamp Fee

**OFFICIAL USE ONLY**

Received Stamp