

First Time/Renewal Applicants from Infant - 18 years old:

- Lawful parent/Legal guardian must be present with the applicant for interview
- 1 completed application form
- 3 recent colour photographs - The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of the photographs, along with the relevant field on the application form, must be countersigned by a Justice of the Peace/Lawyer/Pastor
- Child's Birth Certificate/ Affidavit of birth
- National Insurance Card
- Immunization card
- School letter/records, if applicable
- When using mother's documents: mother's birth certificate and passport. If the mother is born after 10th July, 1973, then the Applicant will also require:
 - Maternal grandmother's birth certificate, or alternatively,
 - Maternal grandfather's birth certificate and grandparents registered marriage certificate
- When using father's documents: father's birth certificate, parents registered marriage certificate and father's passport. If the father is born after 10th July, 1973, then the Applicant will also require:
 - Paternal grandmother's birth certificate, or alternatively,
 - Paternal grandfather's birth certificate and grandparents registered marriage certificate

First Time/Renewal Applicants 18 years and older:

- 1 completed application form
 - 3 recent photographs. The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of the photographs, along with the relevant field on the application form, must be countersigned by a Justice of the Peace/Lawyer/Pastor
 - Applicant's Birth Certificate/ Affidavit of birth
 - National Insurance Card
- When using mother's documents: mother's birth certificate and passport, if the mother is born after 10th July, 1973, then the Applicant will also require:
- Maternal grandmother's birth certificate, or alternatively,
 - Maternal grandfather's birth certificate and grandparents registered marriage certificate
- When using Father's Documents: father's birth certificate, parents registered marriage certificate and father's passport, if the father is born after 10th July, 1973, then the Applicant will also require:
- Paternal grandmother's birth certificate, or alternatively,
 - Paternal grandfather's birth certificate and grandparents registered marriage certificate
- Additionally, for verification purposes, the Applicant may be asked to bring in: school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card

First Time/Renewal Applicants born before 10th July, 1973:

- 1 completed application form
- 3 recent photographs. The size must not be more than 2½ inches by 2 inches or less than 2 inches by 1½ inches. One of photographs, along with the relevant field in application form, must be countersigned by Justice of the Peace/Lawyer/Pastor
- Applicant's Birth Certificate/ Affidavit of birth
- National Insurance card
- Deed Poll, if applicable
- Additionally, for verification purposes, the Applicant may be asked to bring in: Primary school letter, Baptismal certificate, Hospital Record letter, Voter's Registration card, Immunization card