



**VERIFICATION OF THE CERTIFICATE OF RECOGNITION
OF CARIBBEAN COMMUNITY SKILLS QUALIFICATION**

Please read notes overleaf before completing this Application Form. PLEASE FILL OUT THE FORM IN BLOCK LETTERS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

WARNING TO ALL APPLICANTS:

Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to a fine and/or imprisonment.

Full Name: Mr./Mrs./Miss.....

Category: ☐ University Graduate ☐ Media Worker
☐ Artiste ☐ Nurse
☐ Musician ☐ Teacher
☐ Sports person ☐ Artisan
☐ Household Domestics ☐ Agricultural Workers
☐ Private Security Officers ☐ Aviation Personnel
☐ Holders of Associate Degree or comparable qualification

Current Address:.....

.....

Contact No. (local):..... **Email:**.....

Day Month Year

Country of Birth:..... **Date of Birth:**.....

Sex:..... **Nationality:**.....

Passport No.:..... **Place of Issue:**.....

Date of Issue:..... **Date of Expiry:**.....

Marital Status:..... **Occupation:**.....

Skills Certificate No.:..... **Issuing Member State:**.....

PLEASE INSERT THE INFORMATION OF YOUR SPOUSE (if applicable)

Full Name: Mr./Mrs.....

Place of Birth: **Date of Birth:**

Sex: **Nationality:**

Passport No.: **Place of Issue:**

Date issued: **Expiry Date:**

PLEASE INSERT INFORMATION OF DEPENDANTS (if applicable)

Name of Dependant	Date of Birth	Sex	Country of Birth	Passport Number	Country and Date of Issue	Date of Expiry	Relationship to Applicant

I, the undersigned, hereby declare that the information given in this application is true to the best of my knowledge and belief.

Signature: **Date:**

Receiving Officer: **Date:**

PLEASE READ ALL INSTRUCTIONS BEFORE SUBMITTING THE APPLICATION.

Requirements:

1. Completed form
2. One (1) notarized copy of your Certificate of Recognition of Caribbean Community Skills Qualification
3. One (1) notarized copy of bio-data and immigration status pages from a valid CARICOM passport
4. A valid Police Record from the country of residence for the past three (3) years. For the purpose of this process, the Police Record remains valid for six (6) months
5. Receipt of Payment (EC\$50.00 payable at Inland Revenue Department in St. Kitts) **Please note that payment will not be accepted at the Ministry of International Trade.**

SPOUSE:

6. One (1) notarized copy of marriage certificate
7. One (1) notarized copy of bio-data and immigration status pages from a valid passport
8. One (1) certified passport-sized photograph
9. A valid Police Record from country of residence for the past year

DEPENDANT(S):

10. One (1) certified passport-sized photograph for each dependant
11. One (1) notarized copy of birth certificate for each dependant
12. One (1) notarized copy of bio-data and immigration status pages from a valid passport for each dependant
13. One (1) notarized copy of Adoption papers **(for adopted children)**
14. Birth Certificate of applicant **(if dependant is a parent)**
15. A valid Police Record from country of residence for the past year **(if the dependant to be added is a parent, or is age 16 and over)**

NOTE:

- Applicants are permitted to work while the verification process is ongoing.
- For the purpose of this process, a police record is valid for six months.