



**ALTERATION/AMENDMENT OF THE CERTIFICATE OF RECOGNITION  
OF CARIBBEAN COMMUNITY SKILLS QUALIFICATION**

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

**Current Address:**.....

.....

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

**Email:**.....  
Day                  Month                  Year

**Place of Birth:**.....

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

**Sex:**.....

**Nationality:**.....

**Passport No.:**.....

**Place of Issue:**.....

**Date issued:**.....

**Expiry Date:**.....

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

**Occupation:**.....

**Skills Certificate No.:**.....

**Issuing Member State:**.....

**Category:**.....

**PLEASE INSERT INFORMATION OF DEPENDENTS**

Name of Dependent	Date of Birth	Sex	Place of Birth	Passport Number	Place and Date Issued	Expiration Date	Relationship to Applicant

**PLEASE INSERT THE INFORMATION OF YOUR SPOUSE**

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

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

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

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

**Date issued:**..... **Expiry Date:**.....

**PLEASE INSERT THE INFORMATION YOU WISH TO CHANGE/UPDATE**

**FULL NAME:** .....

**ADDRESS:** .....

**PASSPORT NUMBER:** .....

**MARITAL STATUS:** .....

**QUALIFICATIONS:**.....

**OCCUPATION/PROFESSION:**.....

**DATE OBTAINED:**.....

**INSTITUTION:**.....

I, the undersigned, 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. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE FILL THE APPLICATION IN BLOCK LETTERS.**

**DEPENDENTS:**

1. Completed form
2. One (1) notarized copy of your Certificate of Recognition of Caribbean Community Skills Qualification
3. One (1) certified passport-sized photograph for each dependent
4. One (1) notarized copy of birth certificate for each dependent
5. One (1) notarized copy of bio-data and immigration status pages from a valid passport for each dependent
6. One (1) notarized copy of Adoption papers (**for adopted children**)
7. Birth Certificate of applicant (if dependent is a parent)
8. A valid Police Record of dependent(s) from country of residence for the past year (**if dependent is a parent, or is age 16 and over**)
9. Receipt of Payment of Processing Fee (EC\$50.00 - payable at the Inland Revenue Department in St. Kitts)

**SPOUSE:**

1. Completed form
2. One (1) notarized copy of your Certificate of Recognition of Caribbean Community Skills Qualification
3. One (1) notarized copy of marriage certificate
4. One (1) notarized copy of bio-data and immigration status pages
5. One (1) certified passport-sized photograph
6. Police record of spouse from country of residence for the past year
7. Receipt of Payment of Processing Fee (EC\$50.00 - payable at the Inland Revenue Department in St. Kitts)

## **CHANGE/UPDATE PERSONAL INFORMATION:**

1. Completed form
2. Original Certificate of Recognition of Caribbean Community Skills Qualification issued in St. Kitts and Nevis
3. Notarized copies of supporting documents (e.g. new passport, qualification etc.)
4. Receipt of Payment of Processing Fee (EC\$50.00 - payable at the Inland Revenue Department in St. Kitts)

## **NOTE:**

- **Payment is required to be made at the Inland Revenue Department in St. Kitts at all times. Cash will not be accepted at the Ministry of International Trade**
- **The fee covers the addition of any amount of dependents; however, if they are added at different times, the fee will apply each time**
- **For the purpose of the Certificate of Recognition of Caribbean Community Skills Qualification, a police record is valid for six months.**