Protocol and Consular Division

The Division serves as a key liaison between the Government of Saint Lucia, the international diplomatic community, Saint Lucian nationals and the general public. It is responsible for the conduct of official protocol and for facilitating a range of consular services.

The principal areas of responsibility include:

- Protocol Services - including diplomatic accreditation, official ceremonies, state and official visits, and matters relating to diplomatic privileges and immunities.
- Consular Services - including assistance to Saint Lucian nationals abroad and the facilitation of selected services for the public, members of the diplomatic community and other eligible persons.

Protocol Services

Accreditation

Accreditation is coordinated for diplomatic and consular personnel, representatives of regional and international organisations, and other accredited representatives in Saint Lucia. The process formally establishes the status of eligible representatives and facilitates the privileges and immunities applicable to them in accordance with international law and established Government procedures.

Accreditation and related processes are coordinated for the following:

1. Diplomatic Agents - Ambassadors and High Commissioners

The formal recognition of resident and non-resident Heads of Mission accredited to Saint Lucia is coordinated, including arrangements for the presentation of Letters of Credence to the Governor-General of Saint Lucia.

2. Consular Officers and Honorary Consuls

Matters relating to career consular officers are processed, together with the review and coordination of the approval and recognition of Honorary Consuls representing foreign states in Saint Lucia.

3. Representatives of Regional and International Organisations

Accreditation is facilitated, where applicable, for representatives of regional and international organisations, including organisations such as the Organisation of Eastern Caribbean States (OECS) and the Organization of American States (OAS).

4. Saint Lucian Representatives Overseas

Administrative and credential processes associated with the appointment and deployment of Saint Lucian diplomatic and consular representatives to overseas missions and international organisations are supported.

Official Ceremonies and Visits

Protocol arrangements are coordinated for official national and diplomatic events, including:

- Presentation of Letters of Credence
- Saint Lucia's Anniversary of Independence
- Remembrance Day
- Investiture ceremonies

- State and official funerals
- State and official visits

Diplomatic Privileges and Immunities

Saint Lucia is guided by the Vienna Convention on Diplomatic Relations (1961), the Vienna Convention on Consular Relations (1963), and other applicable international agreements and arrangements in matters concerning diplomatic and consular privileges and immunities. Eligible privileges and immunities are facilitated for accredited diplomatic missions, consular posts, international organisations and their qualifying personnel.

Consular Services

Consular assistance is provided to Saint Lucian nationals who encounter difficulties while abroad.

Depending on the circumstances, assistance may be provided in cases involving:

- Lost or stolen travel documents
- Arrest or detention abroad
- Distressed or stranded Saint Lucian nationals
- Saint Lucian fishermen experiencing difficulties abroad
- Saint Lucian students studying overseas

The nature and extent of consular assistance that can be provided are subject to the laws and procedures of the country in which the Saint Lucian national is located.

Travel Documents

Saint Lucian nationals overseas may submit applications for certain travel-document services through Saint Lucia's overseas missions, where the service is available. Applications requiring processing by the Immigration Department are forwarded to the relevant authority in Saint Lucia. Applicants are encouraged to contact the nearest Saint Lucia overseas mission for information on the requirements applicable to their circumstances.

Civil Status and Citizenship-Related Matters

Applications or requests relating to birth, death and marriage records, as well as certain citizenship-related matters, may be facilitated through Saint Lucia's overseas missions and referred to the competent authority in Saint Lucia for processing, where applicable.

CARICOM Single Market and Economy (CSME) Services

Matters relating to the CARICOM Single Market and Economy (CSME) are facilitated, including:

- Issuance of CARICOM Skills Certificates
- Verification of CARICOM Skills Certificates
- Issuance of dependent letters, where applicable

Detailed information on the application requirements, fees and processing of CARICOM Skills Certificates is provided under General Administrative Support Services.

Form D

Form D applications are processed for eligible members of the Diplomatic Corps and qualifying regional and international organisations, in accordance with established procedures for applicable exemptions and concessions.

Important Information

Services may be subject to specific requirements and established procedures depending on the nature of the request. For further information or clarification on a protocol or consular matter, persons are encouraged to contact the Ministry of External Affairs, Saint Lucia.