CIVIL STATUS REGISTRY SERVICES

APPLICATION FOR BIRTH CERTIFICATE
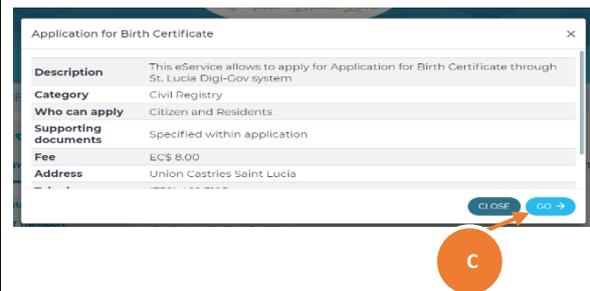
To commence the application for your death certificate, log into your **digiGov** account

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STEP 1 A. Select **"SERVICES"** from the menu in the top most pane. B. Under Services select "**Application for Birth Certificate**".	
C. A pop-up screen will be displayed with general information relating to the application for a birth certificate:	

STEP 2
 	
D. Enter applicant's personal details, this includes:
    • **Applicant type** (self/other), if you've selected other indicate your relationship to applicant
    • **First, middle and last name**
    • Select ID type
    • Enter ID number
E. Click **save** and **next.**	

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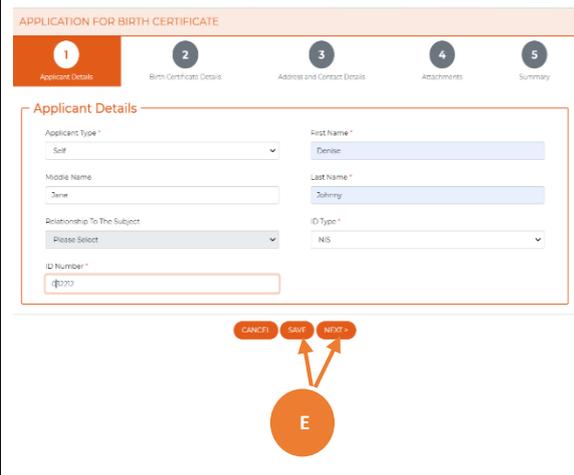
STEP 3
 	
    F. Enter applicant birth certificate details:
          • Date of birth, gender and reason for application
          • Place of birth
          • Parent details
    G. Click **save** and **next**.	

STEP 4
 	
  H. Enter applicant address and contact
  I. Under certificate details, enter number of certificates you wish to apply for,
      a. Your total fee will automatically be calculated and is based on the number of certificates,
  J. Click **save** and **next.**	

STEP 5:

- K. To search and upload your supporting documents to the application, click add files
- L. Click on clear files to remove uploading documents.
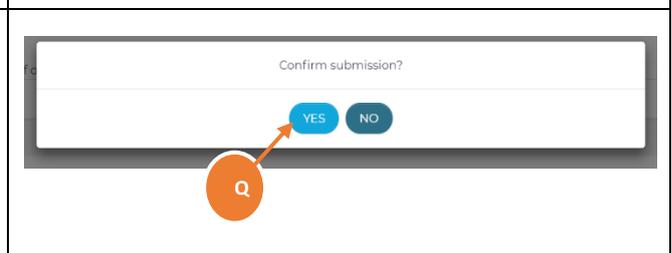- M. Click **save** and **next**.
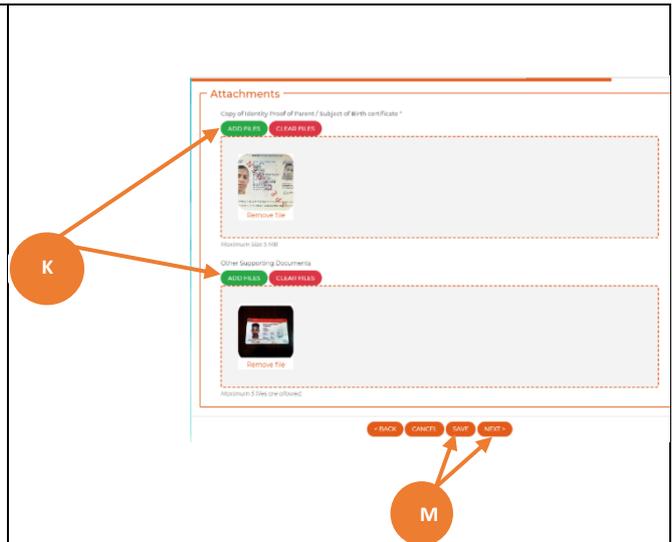
STEP 6: SUMMARY

- N. Navigate through your summary page to verify the accuracy of your information.
- O. To edit your data, click on back button to navigate to the through the application.
- P. Click on submit button to continue.
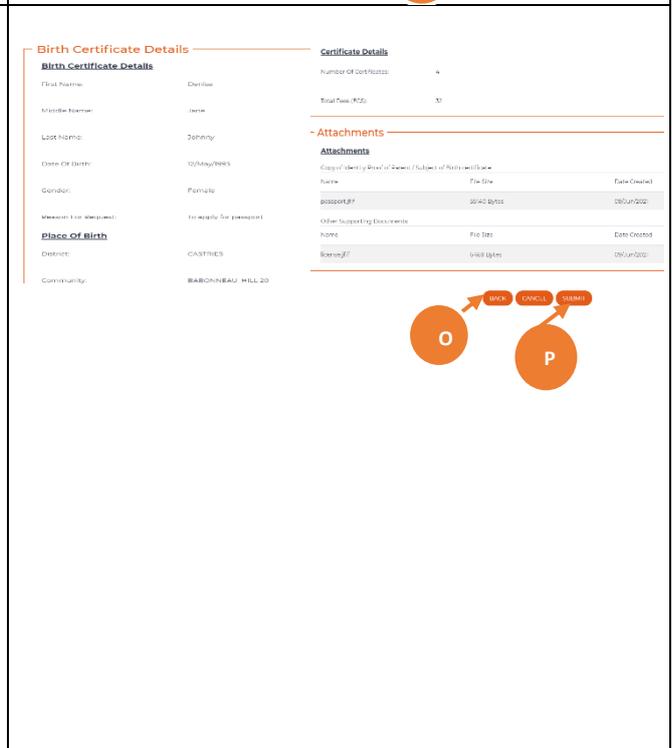
- Q. Click Yes to submit application

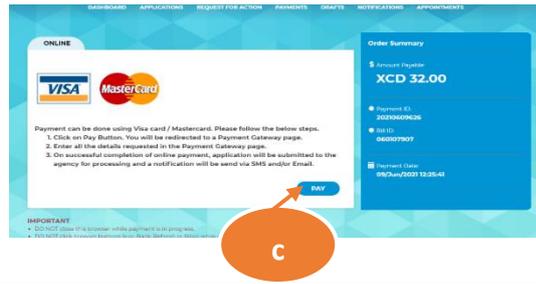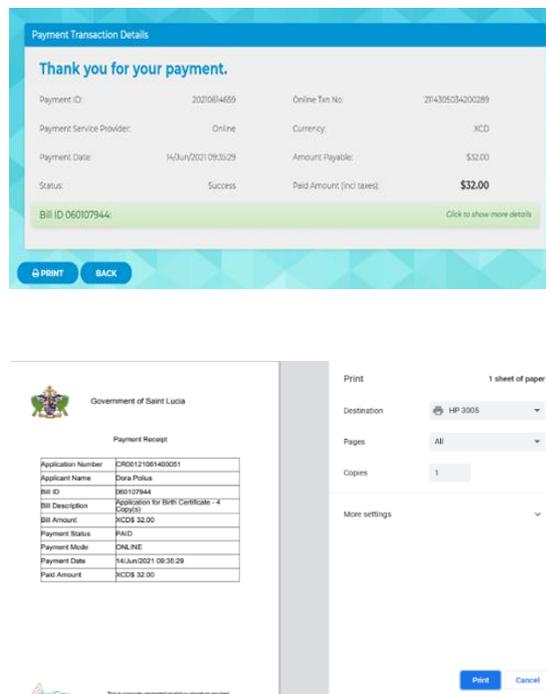|	
STEP 7: PAYMENT To view your invoice details, click **View Invoice**. Your invoice provides critical information related to your billing details and transaction history. • Take note of the **Application Number**, as it will serve as a tracking ID for updates on the status of the application. R. Click on **view invoice** to continue with payment process.	
PAYMENT OPTIONS The portal offers two convenient payment options for customers - online and counter payment. To make payment (s): a. Click on **View**	
1. Online Payment: Complete your transaction by making an e-payment using a debit/credit card. digiGov allows you the ability to make multiple payments in one transaction: I. **Pay current invoice**: Allows you to pay for a service. To make payment for current service: b. Select the desired invoice number, by clicking on the check box next to the invoices you would like to pay. Click on to PAY SELECTED BILL to continue with payment.	

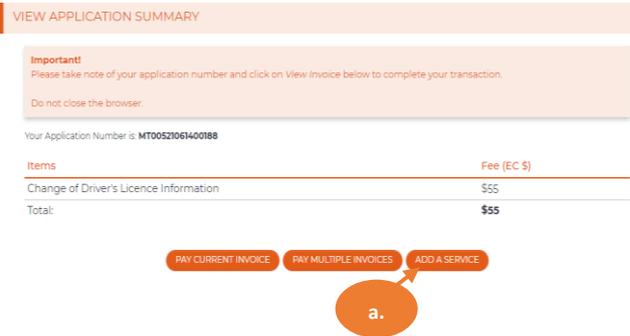|	
c. Click Pay.	
d. Enter credit/debit card details, click on continue. e. Click **Ok.**	
f. To print a copy of your receipt, click on Print.	

II. Add a Service: allows you to apply for another eService prior to making a payment. To add another service;
    a. Click on **Add a service**
    b. You will be redirected to the services page, navigate to the desired services.	

III. Multiple payment options
 	
To make multiple payments in one transaction:
    a. Click Pay Multiple invoices
    b. You will be directed to your list of outstanding bills.	

c. Select the desired invoice number, by clicking on the check box next to the invoices you would like to pay. d. Click Pay Selected invoices.	
e. Click Pay. f. Enter credit/debit card details, click on continue. g. Click **Ok.**	

h. To print a copy of your receipt, click on Print.	**Payment Transaction Details** **Thank you for your payment.** Payment ID: 20210614661 Online Txn No: 2114306215797296 Payment Service Provider: Online Currency: XCD Payment Date: 14/Jun/2021 09:55:10 Amount Payable: $95.00 Status: Success Paid Amount (incl taxes): **$95.00** Bill ID 060107940: Click to show more details Bill ID 060107941: Click to show more details PRINT BACK

2. **Counter Payment:**
 	
Complete your application by making a counter payment at any government cashier (treasury). Your **Bill ID** will be required to facilitate payment and your application number serves as a tracking identification number.
 	
Your application will be submitted for processing after a payment has been made. Your bill ID will expire five days after the application was initially drafted, if this occurs please re-apply for the service.
   a. Click **Download Bill** ID to generate a copy of your invoice.
   a. Print or save a soft copy of invoice cashier for over the counter transactions.
	For Offline Counter payment. Please keep note of Invoice Number.
	Click on a record under Invoice Column to View/Print your Invoice.
	
	OUTSTANDING BILLS TRANSACTION HISTORY
	
	Invoice No · Description · Application Number · Amount · Invoice · Payment Due Date · Payment Expired
	060107907 · Application for Birth Certificate - 4 Copy(s) · CR00121060900042 · XCD 32.00 · birthCertificateBill_06010790 7.pdf · 10 Jun 2021 · No
	
	Displaying 1 to 1 of 1 record(s) 1
	
	PAY SELECTED INVOICE(S)
	
	a
	
	Government of
	Saint Lucia
	
	Bill ID: 060107907
	Application Number: CR00121060900042
	Created Date: 09/Jun/2021
	Due Date: 10/Jun/2021
	
	Item Fee (EC $)
	Application for Birth Certificate - 4 Copy(s) $32
	Total: $32