

CIVIL STATUS REGISTRY SERVICES

APPLICATION FOR BIRTH CERTIFICATE

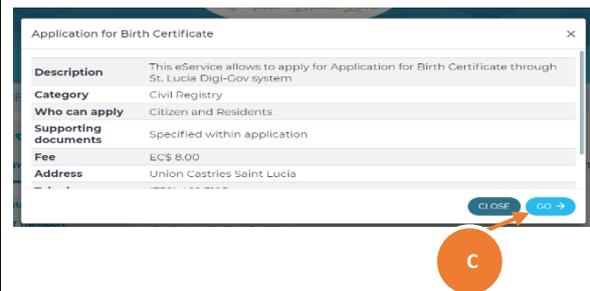
To commence the application for your death certificate, log into your **digigov** account

STEP 1

- A. Select **“SERVICES”** from the menu in the top most pane.
- B. Under Services select **“Application for Birth Certificate”**.

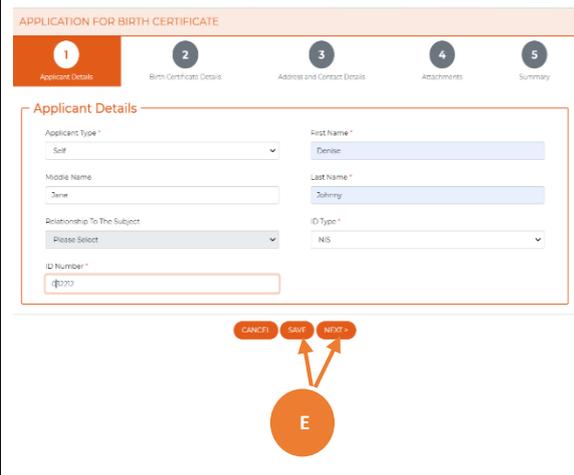


- C. A pop-up screen will be displayed with general information relating to the application for a birth certificate:



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**.



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**.

APPLICATION FOR BIRTH CERTIFICATE

1 Applicant Details 2 **Birth Certificate Details** 3 Address and Contact Details 4 Attachments 5 Summary

Birth Certificate Details

First Name*

Second Name*

Last Name*

Gender*

Formality

Middle Name*

Sex*

Date Of Birth*

Reason For Request*

To apply for passport

Place Of Birth

District*

Community*

Municipal Name*

Village*

Parent Details

Father's Full Name*

Father's Job*

Father's Area*

Mother's Full Name*

The Job*

Mother's Area*

Mother's Maiden Name*

Joint

BACK CANCEL SAVE 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**.

APPLICATION FOR BIRTH CERTIFICATE

1 Applicant Details 2 Birth Certificate Details 3 **Address and Contact Details** 4 Attachments 5 Summary

Home Address

District*

Community*

Street

La Croix Road

Postal Address

Postal Address

La Croix Road

Contact Details

Home Phone

+7758

Please key in your 7 digit phone number Ex: 022310

Mobile*

+7758

Please key in your 7 digit phone number Ex: 022310

Email*

idmistero3@gmail.com

Notification Mode*

Both(SMS,Email)

Certificate Details

Number Of Certificates*

3

Total Fees (EC\$)*

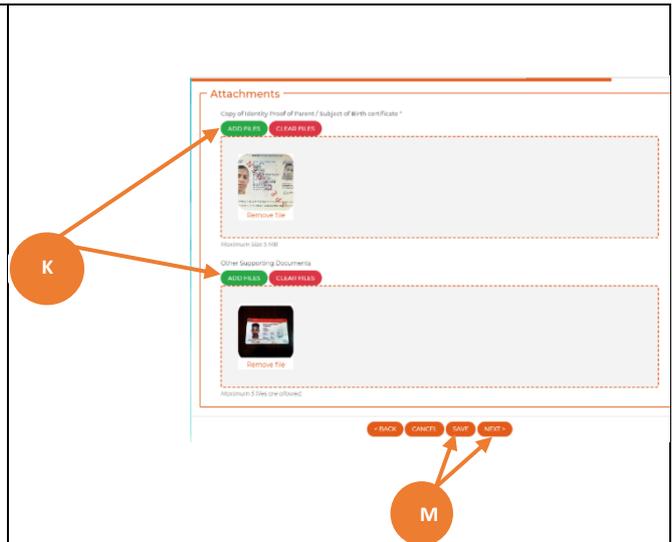
24

Maximum Limit: 99 Certificates 9 EC\$ per copy

BACK CANCEL SAVE NEXT

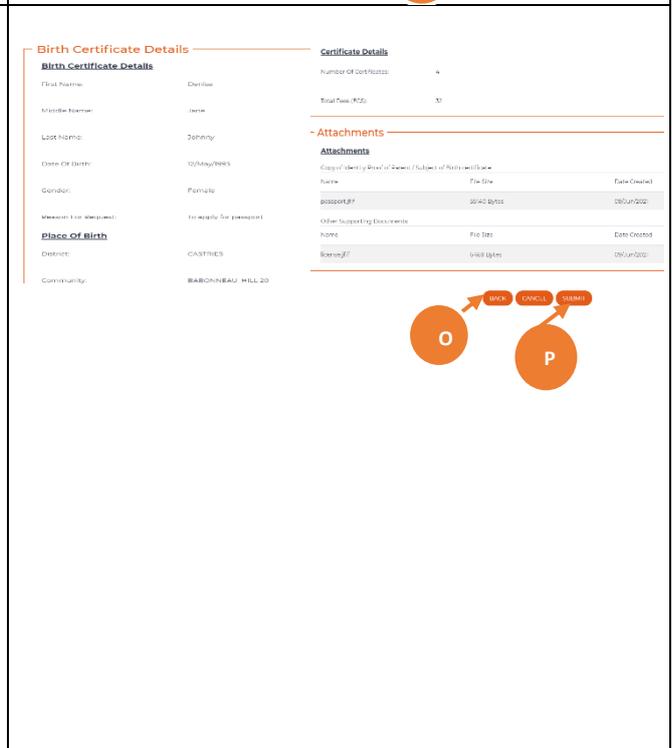
STEP 5:

- 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**.

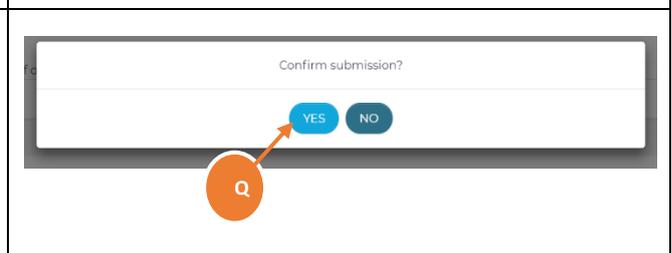


STEP 6: SUMMARY

- 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.

VIEW APPLICATION SUMMARY

Important!

Please take note of your application number and click on View Invoice below to complete your transaction.

Do not close the browser.

Your Application Number is: CR00121060900042

Items	Fee (EC \$)
Application for Birth Certificate - 4 Copy(s)	\$32
Total:	\$32



PAYMENT OPTIONS

The portal offers two convenient payment options for customers - online and counter payment. To make payment (s):

- a. Click on **View**

Application Number	Applicant Name	Bill ID #	Service Name #	Fee #	Submitted Date #	Expiry Date #	Action Available
CR00121061400092	Dorice Joseph	060107945	Application for Birth Certificate	\$32.0	14/2un/2021	15/2un/2021	[View] [Cancel]
CR00121061400090	Lorna Rhodia	060107944	Application for Birth Certificate	\$32.0	14/2un/2021	15/2un/2021	[View] [Cancel]
M100421061400106	Winston Charles	060107942	Application for Driver's Licence Endorsement	\$75.0	14/2un/2021	15/2un/2021	[View] [Cancel]
M100321061400120	Aghes Tam	060107941	Application for International Driving Permit	\$40.0	14/2un/2021	15/2un/2021	[View] [Cancel]
M100521061400187	Rania Devoy Frederick	060107940	Change of Driver's Licence Information	\$56.0	14/2un/2021	16/2un/2021	[View] [Cancel]

1. Online Payment:

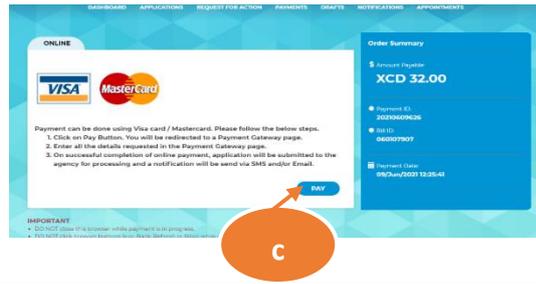
Complete your transaction by making an e-payment using a debit/credit card. digiGov allows you the ability to make multiple payments in one transaction:

- I. **Pay current invoice:** Allows you to pay for a service. To make payment for current service:
 - a. 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.

Invoice No	Description	Application Number	Amount	Invoice	Payment Due Date	Payment Expired
060107907	Application for Birth Certificate - 4 Copy(s)	CR00121060900042	KCD 32.00	BirthCertificate-4-060107907.pdf	10 Jun 2021	No



c. Click Pay.

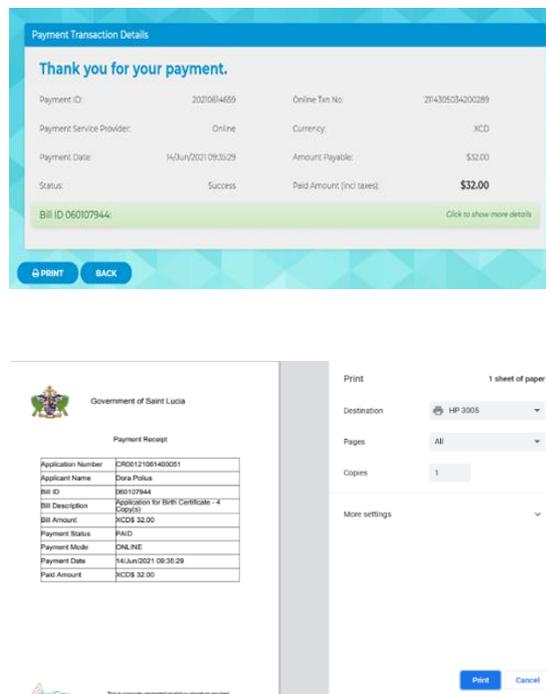


d. Enter credit/debit card details, click on continue.

e. Click Ok.

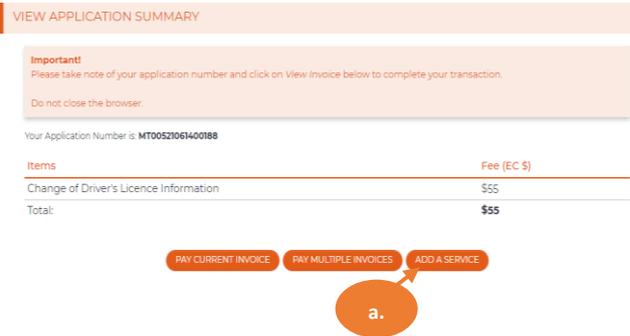


f. To print a copy of your receipt, click on Print.



II. Add a Service: allows you to apply for another eService prior to making a payment. To add another service;

- Click on **Add a service**
- You will be redirected to the services page, navigate to the desired services.



III. Multiple payment options

To make multiple payments in one transaction:

- Click Pay Multiple invoices
- You will be directed to your list of outstanding bills.

SERVICES

- Select the desired invoice number, by clicking on the check box next to the invoices you would like to pay.
- Click Pay Selected invoices.

Invoice No.	Description	Application Number	Amount	Invoice	Payment Due Date	Payment Expired
<input checked="" type="checkbox"/>	Change of Driver's Licence Information	MT002200400107	XCD 95.00	changeDriversLicenceInfoFormInvoice_06020794.pdf	19 Jun 2021	No
<input checked="" type="checkbox"/>	Application for International Driving Permit	MT002200400108	XCD 40.00	internationalDrivingPermitInvoice_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Application for Driver's Licence Endorsement	MT004200400106	XCD 75.00	applicationForDriversLicenceEndorsementInvoice_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Change of Driver's Licence Information	MT002200400108	XCD 95.00	changeDriversLicenceInfoFormInvoice_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Change of Driver's Licence Information	MT002200400109	XCD 95.00	changeDriversLicenceInfoFormInvoice_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Application for Birth Certificate - 4 Copy(s)	CR002200400100	XCD 32.00	birthCertificate_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Application for Birth Certificate - 4 Copy(s)	CR002200400102	XCD 32.00	birthCertificate_06020794.pdf	19 Jun 2021	No
<input type="checkbox"/>	Renewal of Driver's Licence	MT002200300100	XCD 250.00	renewalOfDriversLicenceFormInvoice_06020794.pdf	13 Jun 2021	Yes
<input type="checkbox"/>	Application for Birth Certificate - 4 Copy(s)	CR002200300104	XCD 32.00	birthCertificate_06020794.pdf	10 Jun 2021	Yes
<input type="checkbox"/>	Application for Birth Certificate - 4 Copy(s)	CR002200300103	XCD 32.00	birthCertificate_06020794.pdf	10 Jun 2021	Yes

- Click Pay.
- Enter credit/debit card details, click on continue.
- Click **Ok**.

uat.digigov.gov.tz/civilsvcbu/mvvc/eservices/sldgCivilEsvc.svcbru.viewCivilRegPayment?resourceId=74

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:	214306215797296
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_060107907.pdf	10 Jun 2021	No

Displaying 1 to 1 of 1 record(s)

[PAY SELECTED INVOICE\(S\)](#)

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	