



ANTIGUA AND BARBUDA
THE CIVIL REGISTRY

**Procedure for applications for Birth, Death, Adoption and Marriage
Certificates and for an Apostille of a Certificate**

Kindly complete and send the relevant Application Form to the following address:-

BY COURIER:

Civil Registry, High Court, Parliament Drive, St. John's, Antigua and Barbuda

OR BY POST:

Civil Registry, High Court, P.O. Box 163, Parliament Drive, St. John's, Antigua and Barbuda

Please ensure compliance with the requirement for Government Photo ID requested on the Application Form, by copying or scanning the said Photo ID.

MAKE SURE YOU HAVE ENCLOSED THE FOLLOWING:-

1. The Application Form.
2. Payment for the Certificate.
3. Payment for the Apostille, if required.

NB: Payment for the Certificate and Apostille is by way of postage stamps. There is a post office at the High Court so the requisite stamps will be purchased and affixed to the Certificate on receipt of the amount stipulated.

NB: Please indicate if the request is urgent.

SCHEDULE OF FEES – ANTIGUA AND BARBUDA

The fees in Eastern Caribbean Currency are as follows:-

Birth Certificates	\$10.00
Adoption Certificates	\$10.00
Death Certificate	\$10.00
Marriage Certificate	\$25.00
Apostille	\$35.00

The conversion of the fees from Eastern Caribbean Currency to the following currencies includes processing and handling fees and the cost of sending the certificate by Registered Mail:-

<u>CERTIFICATES</u>	<u>UK</u>	<u>USA</u>	<u>CAD</u>	<u>EURO</u>	<u>OECS EC</u>
Birth	5.00	7.00	9.00	9.00	15.00
Adoption	5.00	7.00	9.00	9.00	15.00
Death	5.00	7.00	9.00	9.00	15.00
Marriage	10.00	10.00	12.00	12.00	30.00
Apostille	12.00	15.00	15.00	15.00	35.00

The above fees include the cost of sending you the certificate by Registered Post but not by Courier.

You can pay by:-

- **International Bank Draft** made out to the Registrar of the High Court.
- **International Money Order** made out to the Registrar of the High Court
- **International Postal Money Order** from the United States made out to the Registrar of the High Court.

No Postal orders from the UK will be accepted.

NB:- Please do not send **Postal Money Orders** from the USA which are negotiable only in the US and possessions as this will result in a delay in sending you the certificate requested.

CONTACT DETAILS:-

Email: mariana.paul@ab.gov.ag (Office Manager) or,
leona.simmons@ab.gov.ag (Senior Assistant Secretary)

Phone: 268-468-2000/ 268-468-2005/268-468-2032

Office Hours: Monday to Thursday 8.30 am – 3.30 pm
Fridays 8.30 am – 2.30 pm

RETURN OF DOCUMENTS

- We will send your certificate to you by Registered Post or
- If requested for return by courier, please provide a **PREPAID SELF ADDRESSED COURIER ENVELOPE FROM DHL OR FEDEX.**
- We will send you an email with the Tracking Number of the package.

Cecile Hill
Ag. Registrar of the High Court

7th March, 2018