

Registration Guidelines

1. Documentation Requirements

- Applicants must present original, legible documents with official stamp or seal, or certified copies.
- Certified copies must include the signer's name, position (block letters), and official stamp.
- Barbados-issued documents: certified by issuing department; overseas documents: certified by issuing department or notary public.
- Translations required for non-English documents; certified by BCC, UWI, embassy or consulate; submit with original.

2. Incomplete Information

- Birth certificates missing child name, surname, or father's name must be updated at the Registration Department.
- Marriage certificates not bearing the Registrar's/Crown's seal must be reissued by the Registration Department.

3. Required Documentary Evidence

3.1 Identity (Name, Place & Date of Birth)

- Birth Certificate or valid Passport
- Registrar's Certificate (Change of Name)
- Marriage Certificate
- Registered Deed Poll
- Decree Absolute
- Sworn Affidavit
- Adoption Certificate

3.2 Immigration Status (valid >6 months)

- Citizenship Document
- Permanent Resident Status Certificate (no expiry)
- Immigrant Status Certificate (no expiry)
- CARICOM Skilled Graduate Status Certificate (no expiry)
- Work Permit Certificate (with expiry)
- Student Visa/Entry Permit (with expiry)
- CDB Staff & Dependents Status Certificate
- Right to Establishment Entry Permit

- Special Entry Permit (5 yrs or indefinite)
- Spouse of Work Permit holder (passport stamp)
- Spouse of CARICOM Skilled Graduate (status certificate)
- Reside & Work Certificate
- Barbados Welcome Stamp Visa (12-month)
- All finite statuses must have ≥ 1 month remaining; passport stamp acceptable.

4. Photograph Requirements

- ICAO-compliant background: approved colour, no texture, good contrast.
- Full-frontal pose; clear facial features; neutral expression; closed mouth.
- Eyes open & visible; no reflections; no tinted glasses.
- Shoulders covered; head coverings allowed for religious reasons only if face is visible.
- Photographer may take multiple shots and guide registrant.

5. Proof of Identity

Required for representatives, non-citizen parents without status photo, and registrants whose citizenship document lacks a photograph.

- Valid Passport
- Valid Driving License
- Foreign National ID Card

6. Registration Procedures

6.1 General Instructions

- Photograph registrants ≥ 16 on/after their 16th birthday; do not postdate issue.
- Registrants must provide a legible signature or select "Unable to sign" if incapable.
- Issue Certificate of Registration (COR) with biographical details and collection date.

6.2 Registration of Minors (<16 years)

- Adult registration prerequisite; parents <16 must be accompanied by guardian ≥ 18 .
- Guardians complete Form A 42:082; non-parent guardians need letter of permission.
- Wards of state: institution head may register with authorization evidence.
- Cut-off: two weeks before 16th birthday for first-time registrations.
- ID card valid up to 10 years; minors with <10 years to 16th birthday expire on 16th birthday.

6.3 Registration of Non-Barbadian Minors

- Similar requirements as 6.2, with presentation of immigration status and relevant documentation.

7. Amendments to Registration

7.1 Change of NRN

- Present birth certificate and citizenship document or valid passport.

7.2 Change of Name

- Present original birth certificate and relevant legal documents:
- Registrar's Certificate
- Marriage Certificate
- Registered Deed Poll
- Decree Absolute
- Sworn Affidavit
- Adoption Certificate
- Overseas marriage: use name recorded on certificate.
- Reversion of name: present birth certificate and applicable deed poll or decree absolute.

7.3 Change of Residence

- Complete Form 10; electronic signatures acceptable per Electronic Transactions Act.
- Typed signature: validated via email address.
- Drawn signature: compare to previous record.
- Uploaded signature: photograph of handwritten signature.
- Trusted e-signature: from approved trust provider.

8. Replacement of ID Cards

8.1 Minors

- Guardian presents their ID, child's birth certificate/passport, and child's immigration status document.

8.2 Adults

- Requirements identical to new registration; non-citizens present valid status certificate or passport stamp.

9. Collection of ID Cards

- Registrants must collect their own ID card; authorized representatives need letter of authorization and ID.
- For minors: parent/guardian letter of authorization and child's card at registration time.
- Incapacitated registrants: senior photographer or designated officer delivers card; payment receipt required if fees apply.
- Collection timeframe set by the Chief Electoral Officer.

10. Request for Electoral Information

- All requests for National Registration Number on behalf of another person require approval by the Chief Electoral Officer.