

**DÉPARTAMENT DE IMMIGRATION**

Services de L'Immigration et de Passeport de Vanuatu  
 Autoroute Kumul, Tamarama Building  
 Tél: (678) 22 354 / (+678) 33125  
 Email: [visqueries@vanuatu.gov.vu](mailto:visqueries@vanuatu.gov.vu)  
 Web: [www.immigration.gov.vu](http://www.immigration.gov.vu)  
 P.O.Box 9092, Port-Vila, Vanuatu

**IMMIGRATION DEPARTMENT**

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**CITIZENSHIP LETTER CHECKLIST**

Applicant(s) Full Name(s): .....

Nationality: .....

Residential Address in Vanuatu: .....

#	Description	Check
1	Copy of Valid Passport	<input type="checkbox"/>
2	Copy of Residence Permit	<input type="checkbox"/>
3	Request letter from Client	<input type="checkbox"/>
4	Receipt for Payment of Associated Fees (6,000vuv)	<input type="checkbox"/>
5	<b><i>If Married Man/Woman to a Vanuatu Citizen:</i></b>	
	*Copy of Passport/birth certificate of Ni-Van Partner	<input type="checkbox"/>
	*Marriage Certificate	<input type="checkbox"/>
6	<b><i>If Child of a Vanuatu Citizen/Resident:</i></b>	
	*Copy of Birth Certificate	<input type="checkbox"/>
	*Copy of Passport and/or Residence Permit for parents/guidance	<input type="checkbox"/>
7	<b><i>If Special Category Visa &amp; Visitor Visa holders:</i></b>	
	*copy of Visa grant notification	<input type="checkbox"/>
	*copy of all stamps on passport	<input type="checkbox"/>

**IMPORTANT: if any of the above is not provided, application will be rejected**

Submitted by: .....

Date received: ..... / ..... / .....

Signature:

Front Desk Officer: .....

Date received: ...../...../.....

Signature:

Name of Visa Officer: .....

Date received: ..... / ..... / .....

Signature: