COMMONWEALTH OF
DOMINICA
CITIZENSHIP BY INVESTMENT

How to process an application

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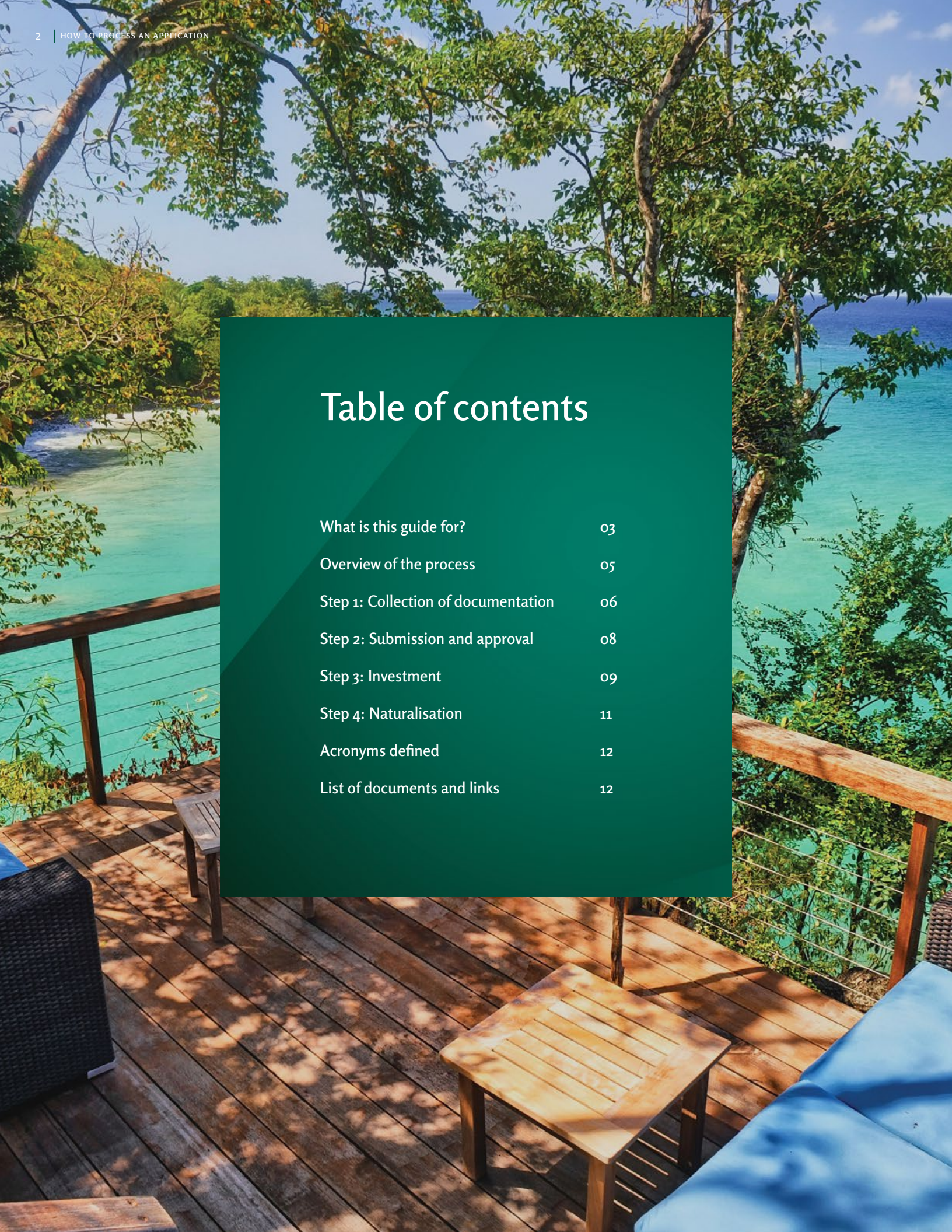

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What is this guide for?

This guide is designed for Authorised Agents and Promoters of Dominica's Citizenship by Investment (CBI) Programme. It provides a detailed overview of the process, requirements, and necessary steps to successfully handle an application from start to finish. With specific instructions on documentation, timelines, fees, and contact details, this guide will ensure that Authorised Agents promote and process applications accurately and effectively.

Legal basis

Dominica's Citizenship by Investment Programme, established in 1993, operates under the legal framework of the Commonwealth of Dominica Citizenship Act of 1978. The Programme is further governed by the Commonwealth of Dominica Citizenship by Investment Regulations 2024 (the CBI Regulations). Only Authorised Agents are legally permitted to handle applications on behalf of investors, ensuring all applications are processed in line with national and international standards.

Requirements to make an application

To apply, individuals must meet the following criteria:

Age: The main applicant must be at least 18 years old.
Health: Applicants must be in good health.
Financial capacity: Applicants must possess the necessary funds for the investment and be able to verify that these funds were acquired legally.

Who can apply on behalf of the applicant?

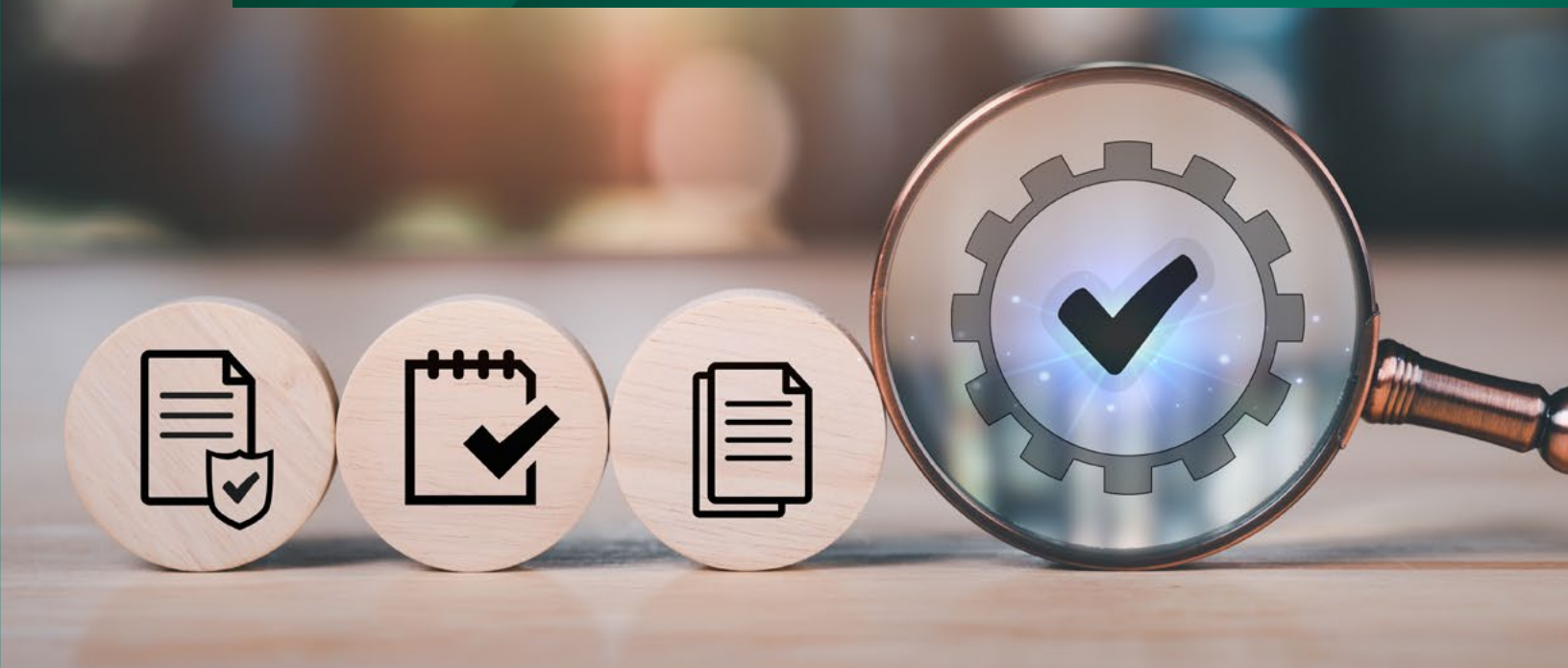
Only Authorised Agents may submit applications on behalf of prospective citizens. These agents are certified by the Citizenship by Investment Unit (CBIU) and are responsible for managing the application process, assisting with document collection, submitting fees, and liaising with the CBIU.

Overview of the process

The application process for Dominica Citizenship by Investment is divided into four main steps:

1. Collection of documentation.
2. Submission and approval.
3. Investment.
4. Naturalisation.

Each step involves specific requirements and timelines, as detailed further.



Step 1: Collection of documentation

Timeline: 2-6 weeks (depending on applicant's circumstances)

Description: The Authorised Agent will assist the applicant in gathering all necessary documents to support their application. This includes filling out required forms and compiling personal, financial, and legal documents.

Required documents:

Identity documents:

- Colour copies of all passports held (certified and apostilled)
- Colour copy of driver's licence (certified and apostilled)
- Colour copies of all identity documents/books or cards (certified and apostilled)
- Colour copies of all military service and discharge documents (if applicable)
- Colour copies of documents evidencing a name change (other than through marriage, if applicable)
- Eight (8) passport-size photos

Financial documents:

- Letter of employment/financial statements
- 12 months of bank statements
- Notarised affidavit of source of funds
- Proof of payment of relevant fees

Personal documents:

- Application Form 12 (two completed and notarised copies)
- Colour copy of birth certificate (certified and apostilled)
- Marriage Certificate/Dissolution of Marriage Certificate (certified and apostilled)
- Police record from country of citizenship, residence and any country the applicant has lived for more than 6 months in the past 10 years (valid for 3 months) for applicants 16 years and over
- Sworn affidavit for children aged 12-15 affirming no criminal record
- Proof of residential address (lease agreement or utility bill)
- Certified colour copies of university/college diplomas
- Letter of recommendation from the head of the school/university for children aged 12-18
- Official transcripts or a letter confirming enrolment for dependants aged 18-30 in higher education
- Notarised affidavit of support for each dependant aged 18 or over (excluding the spouse)
- One (1) professional reference
- Letter to the Minister
- Detailed business background reports/resume/CV

Medical documents:

- HIV test results for applicants aged 12 or above (valid for 3 months)
- Routine blood and urine test results (valid for 3 months)

Additional documents:

- Sales and Purchase Agreement (real estate option only)

Forms needed:

Form 12: Application for naturalisation

This form is for individuals seeking a waiver of residence requirements under Section 8(2)(c) of the Commonwealth of Dominica Citizenship Act, 1978. Each applicant must complete Form 12, which should be signed and stamped by a justice of the peace, notary public, or commissioner of oaths. If the applicant is a child under 18, both parents must sign on the child's behalf. Where only one parent has custody or a guardian is in place, relevant legal documentation is required.

D1 Application for Citizenship by Investment Disclosure Form

All applicants must complete the D1 form, providing comprehensive background information. For children under 18, both parents must sign on behalf of the child. If only one parent has custody or if another person is the legal guardian, appropriate documentation must be presented to prove this.

D2 Fingerprint and Photograph Verification Form

This form is mandatory for applicants aged 16 and older. A recent photograph of the applicant must be attached, and the applicant must sign the D2 in the presence of a registered fingerprinting officer, who will also sign and stamp the form. For applicants under 18, both parents must sign on the child's behalf, with documentation provided as necessary to prove custody or guardianship.

D3 Medical Questionnaire

To confirm that the applicant does not have any serious or communicable diseases, all applicants must complete the D3 form, which should be signed and stamped by a registered medical practitioner. The D3 requires results from a blood and urine test and an HIV test for applicants aged 12 years or older.

D4 Investment Agreement

This form is necessary for main applicants selecting the Economic Diversification Fund (EDF) option. The D4 is a declaration of the main applicant's intention to make the stipulated contribution. It also requires details on any dependants involved in the application.

Passport Application Form

Following approval of citizenship, applicants who wish to obtain a Dominican passport must complete this form. Each individual seeking a passport must fill out a separate Passport Application Form as part of the process.

Steps and process

- The Authorised Agent performs Know-Your-Client checks.
- The applicant completes the forms with the Authorised Agent's guidance.
- All non-original documents must be certified as true copies by relevant authorities such as a notary or justice of the peace. All government issued documents must be additionally legalised/apostilled. Any documents not in English or containing content not in English must be translated by an authenticated translator.

Step 2: Submission and approval

Timeline: 3–4 months

Description: The Authorised Agent submits the completed application to the Citizenship by Investment Unit (CBIU) along with all required fees. During this phase, due diligence and thorough background checks are conducted to verify the information provided by the applicant.

Fees:

Due Diligence Fees:

- **Main Applicant:** $7,500
- **Spouse:** $4,000
- **Dependants (16 years and older):** $4,000 each
- **Enhanced Due Diligence Fees:** Additional fees may apply for nationals from specific countries. These fees are determined on a case-by-case basis and are generally higher to cover the cost of more comprehensive checks.
- **Processing Fee:** $1,000 per application
- **Interview Fee:** $1,000 per interview for all applicants aged 16 years and older. This fee applies to mandatory interviews, which are part of the due diligence process for those applicants.
- **Additional Fees (if applicable):** Supplementary due diligence: This might apply in cases requiring more intensive verification.
- **Document Authentication and Notarisation Fees:** While these are not charged by the CBIU, additional fees for notarisation or legal services may be incurred as part of document preparation.

These fees ensure that the CBIU can conduct thorough checks to maintain the integrity and security of the Citizenship by Investment Programme. Once due diligence is complete, and all fees have been paid, the application will proceed to the investment phase if approved in principle.

Process

The application is checked for completeness and accuracy. Any discrepancies result in a query letter.

- **Due diligence:** Conducted by the CBIU and third-party firms, including background checks and interviews for applicants 16+.
- **Approval in principle:** If approved, the CBIU sends a letter indicating that the application has been accepted, delayed, or denied.

Step 3: Investment

Timeline: Immediate upon approval

Description: Upon approval in principle, the applicant is required to complete their investment, either through a contribution to the Economic Diversification Fund (EDF) or by purchasing pre-approved real estate within 90 days of the issuance of the approval in principle letter.

Investment options and fees

Economic Diversification Fund (EDF):
To gain citizenship through Dominica's Citizenship by Investment Programme, applicants must make a non-refundable contribution to the EDF. The required contribution amount varies based on the number of dependants included in the application, which can include spouses, children, parents, and grandparents.

The current minimum EDF contribution amounts are as follows:

- US$200,000 for the main applicant
- US$250,000 for the main applicant and up to three dependants
- US$25,000 for each additional dependant under 18 years of age
- US$40,000 for each additional dependant 18 years of age or older
- Additional Fees

Besides the EDF contribution, applicants are required to pay the following fees:

- **Processing Fee:** US$1,000 per application
- **Due Diligence Fees:** Main applicant: US$7,500

Each dependant aged 16 or older: US$4,000

Enhanced due diligence fees may apply depending on specific circumstances or nationality.

Mandatory Interview Fee: US$1,000 per interview, applicable to all applicants aged 16 and over.

Certificate of Naturalisation Fee: US$500 per person.

Please note that there are no additional government fees for applicants investing through the EDF. Government fees are only applicable to those opting for the real estate investment route.

Payment Information for the EDF

Applicants must ensure that their full EDF contribution is made via bank transfer. It is essential to cover any bank charges so the Government receives the complete EDF contribution amount. While payments are quoted in USD, the Government will also accept EUR and GBP.

Important: Payments in EUR or GBP must be equal to or exceed the minimum EDF contribution amount in USD. Payments that do not meet the required amount due to exchange rates or fees will be considered insufficient and rejected.

Real estate investment:

Applicants for Dominican citizenship under the real estate option must purchase a unit in an Approved Project valued at a minimum of US$200,000. This real estate investment must be retained for either three years from the date citizenship is granted or five years if the future purchaser is also a Citizenship by Investment applicant.

Government Fees

Upon approval of the application for citizenship by real estate investment, the following government fees apply:

- US$75,000 for the main applicant
- US$100,000 for the main applicant and up to three dependants
- US$25,000 for each additional dependant under 18 years of age
- US$40,000 for each additional dependant 18 years or older

Additional Fees :

The real estate investment route also requires payment of the following additional fees:

Processing Fee: US$1,000 per application

Due Diligence Fees:

Main applicant: US$7,500
Each dependant aged 16 or older: US$4,000
Enhanced due diligence fees may apply, based on specific nationality or personal circumstances.
Certificate of Naturalisation Fee: US$500 per person
Mandatory Interview Fee: US$1,000 per interview for all applicants aged 16 and over

Real Estate Payment Information

Applicants are responsible for paying the full fees associated with the real estate option under Dominica's Citizenship by Investment Regulations. When making a bank transfer, applicants must also cover any associated bank charges to ensure the Government receives the full payment amount.

While all fees are listed in United States dollars (USD), payments can also be made in euros (EUR) or pound sterling (GBP).

Important: Payments in EUR or GBP must match or exceed the USD equivalent. Any payment that is below the required amount due to exchange rates or fees will not be accepted.

Process

EDF contribution: Paid directly to the Government of Dominica.
Real estate investment: Placed in escrow and subject to government approval.
After investment, the CBIU issues a Certificate of Naturalisation, marking the completion of the CBI process.

Step 4: Naturalisation

Timeline: 3–6 weeks

Description: Following the investment, applicants are naturalised as Dominican citizens. They may then apply for a passport.

What is naturalisation?

Naturalisation is the legal process through which applicants become full citizens of Dominica, gaining all rights, privileges, and responsibilities associated with Dominican citizenship. Successful applicants under the Citizenship by Investment Programme receive a Certificate of Naturalisation, which serves as the official document confirming their new status as Dominican citizens. This certificate is not only proof of citizenship but also allows individuals to apply for a Dominican passport, enabling them to enjoy the benefits of citizenship, including the right to live, work, and travel freely within Dominica.

Naturalisation is a crucial step for those seeking a long-term connection to Dominica, as it represents the finalisation of their commitment to the country. It also offers the security and opportunities that come with holding Dominican citizenship, including access to a stable and welcoming community, as well as the flexibility to explore business and investment options within the Caribbean region.

Oath of Allegiance

Upon the finalisation of the investment, all applicants are required to complete the process and take the Oath of Allegiance. Applicants aged 18 or over are required to sign the Oath of Allegiance witnessed by a notary public/attorney. Both parents of applicants aged 17 or younger are required to sign on the applicant's behalf, witnessed by a notary public/attorney.

Upon receipt of the duly completed Oath of Allegiance, the CBIU will issue a Certificate of Naturalisation for each applicant. The issuance of the Certificate of Naturalisation officially concludes the Citizenship by Investment process.

Passport application and fees

Passport Fee: US$500 per passport, applied for after receiving the Certificate of Naturalisation.

Acronyms defined

CBI: Citizenship by Investment
CBIU: Citizenship by Investment Unit
EDF: Economic Diversification Fund

List of Documents

1. **Form 12 - Naturalisation Application**
   - This form must be completed by each applicant seeking Dominican citizenship, requiring signatures and notarisation.
2. **D1 - Citizenship by Investment Disclosure Form**
   - All applicants must complete this form to disclose personal information, background details, and other relevant data for due diligence.
3. **D2 - Fingerprint and Photograph Verification Form**
   - This form, which includes a photograph, must be completed in the presence of a registered fingerprinting officer. It is required for all applicants aged 16 years and older.
4. **D3 - Medical Questionnaire**
   - Completed by a licensed medical practitioner, this form requires information on the applicant's health, including blood and urine tests and an HIV test for those aged 12 and older.
5. **D4 - Investment Agreement Form (EDF option only)**
   - For those opting for the Economic Diversification Fund (EDF) route, this form must be filled out by the main applicant, detailing the investment amount and relevant dependants.
6. **Sales and Purchase Agreement (real estate option only)**
   - Required for applicants choosing the real estate investment route, this document outlines the terms of the property purchase.
7. **Oath of Allegiance**
   - To be issued with a Certificate of Naturalisation, all applicants aged 18 and over must complete an Oath of Allegiance form.
8. **Passport Application Form**
   - To obtain a Dominican passport after citizenship is granted, this form must be completed for each applicant who wishes to hold a passport.

For access to each form and further details, Authorised Agents can refer to the official CBIU website or contact the CBIU directly.

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