

# *DOMINICA CBI PROCESSING GUIDEBOOK*



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# THE PROGRAMME



## PROGRAMME HISTORY

The Dominica Citizenship by Investment Programme was launched in 1993 and has been running successfully since.



## LEGAL BASIS AND RELEVANT LEGISLATION

The CBI Programme finds its roots in Dominica's Constitution and the 1978 Citizenship Act. Its particulars can be found in the Commonwealth of Dominica Citizenship by Investment Regulations, 2014 (Statutory Rules and Orders No. 37 of 2014), made on 22 October 2014, and in later amendments to the Regulations.



## AUTHORISED AGENT

An application for citizenship may not be submitted directly by the main applicant to Dominica's CBIU and may only be handled by an Authorised Agent. The Authorised Agent will assist the main applicant with the application, help obtain all the required documentation, and submit the application on the main applicant's behalf.



## BENEFITS

Right to live and work in Dominica

- Visa-free travel to approximately 135 countries and territories including Member States of the Schengen Area, the UK, and Hong Kong
- 3 months to citizenship approval
- No interview, education, or business experience required
- No requirement to reside in Dominica before or after citizenship is granted
- Well-known, stable, and established investment environment



## APPLICANTS

The main applicant must demonstrate that he or she:

- is at least 18 years old;
- is in good health; and
- has enough funds to make the required investment. The source of these funds must be legal and clear.



# INVESTMENT ROUTES

Applicants can obtain citizenship through 2 routes:



1. A one-time, non-refundable contribution to the **Economic Diversification Fund (EDF)**



2. An investment in an **approved project** (generally a real estate development) in Dominica.



*A list of approved projects is available at:*

<https://www.cbiu.gov.dm/investment-options/approved-real-estate-projects/>



# HOW CBI APPLICATIONS ARE PROCESSED (STEPS):

STEP 1



COLLECT THE DOCUMENTS

STEP 2



SUBMISSION AND APPROVAL

STEP 3



INVESTMENT

STEP 4



NATURALISATION





# Collect The Documents



1. The Authorised Agent collects the Know-Your-Client documents:

- Passports of the main applicant, the spouse, and all dependants
- Proof of address

2. The Authorised Agent provides the main applicant with an application Pack. The Authorised Agent assists the main applicant in collecting all necessary documents and filling out forms.



UP TO 3 MONTHS  
FOR APPLICATION  
PROCESSING

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## Submission And Approval

1. The main applicant pays Due Diligence Fees and Processing Fees and the application is submitted by the Authorised Agent.

2. The CBIU examines the application.

- In the case of missing documents or irregularities, the CBIU sends a query letter to the Authorised Agent to provide the correct documents or additional information.

3. Due diligence is carried out, both within the CBIU and by independent due diligence firms.

4. The CBIU issues a letter detailing whether the application was successful, delayed for cause, or rejected.

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## Investment



1. The main applicant either:

- Contributes to the EDF; or
- Purchases pre-approved real estate.

2. The main applicant transfers the investment directly to the Government or an escrow account, depending on his or her choice of investment.

3. Naturalisation Certificate Fees become payable at this stage.

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## Naturalisation

1. The CBIU issues a Certificate of Naturalisation for each applicant, establishing their Dominican citizenship.

2. The applicant, or his or her Authorised Agent, then applies for a passport. Once processed, the passport is sent to the applicant.

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# STEP 1: COLLECT THE DOCUMENTS



APPROX. 4 WEEKS

1. The Authorised Agent collects Know-Your-Client documents:
  - Passports of the main applicant, the spouse, and all dependants
  - Proof of address
2. The Authorised Agent provides the main applicant with an application pack. The Authorised Agent assists the main applicant in collecting all necessary documents and filling out forms.

The application pack is composed of the following forms:

## CBI FORMS

### FORM 12

(Application for naturalisation as a citizen of Dominica made by a person seeking a waiver of residence requirements under section 8(2)(c) of the Commonwealth of Dominica Citizenship Act, 1978).

Form 12 must be signed by all applicants in front of a Justice of the Peace, Commissioner, Notary Public, or Attorney-at-Law in order for them to naturalise as citizens of Dominica and waive the residency requirement. For any child aged below 16 both parents must sign the form on the child's behalf. Where one parent has legal custody of the child, that parent should sign the form on the child's behalf and submit evidence to prove legal custody.

## D1 APPLICATION FOR CITIZENSHIP BY INVESTMENT DISCLOSURE FORM

The D1 must be completed by all applicants. It asks for detailed background information about each applicant. Applicants aged 16 or over must sign their own forms. Both parents must sign for children aged under 16. Where one parent has legal custody of the child, that parent should sign the form on the child's behalf and submit evidence to prove legal custody.



## D2 FINGERPRINT AND PHOTOGRAPH VERIFICATION FORM

The D2 is required for all applicants aged 16 years or over. The form must be completed in front of fingerprinting officer, such as a Notary Public, Attorney-at-Law, or other person authorised to take fingerprints. A photograph of the applicant must be attached to the form and the applicant is required to sign the form. The certifying authority must certify that the photo is a true likeness of the applicant that the signature is the true signature of the applicant, and that the fingerprints are those of the applicant.

## D3 MEDICAL QUESTIONNAIRE

The D3 is required for all applicants, and must be completed by a medical practitioner (e.g. a doctor) who holds a licence. It asks general medical questions to confirm that the applicant does not suffer from any serious or communicable diseases. For applicants aged 12 years or over, HIV, blood and urine tests must be submitted.

## D4 INVESTMENT AGREEMENT

The D4 must be completed by the main applicant only, where he or she has opted for the EDF option. The form asks the main applicant to state the total amount contributed. It further acts as a declaration by the main applicant that he or she will contribute the stated amount. The form also asks the main applicant to state the details of any other applicant included as part of his or her application.

## OATH OF ALLEGIANCE

The Oath of Allegiance must be signed by all applicants in front of a Justice of the Peace, Commissioner, Notary Public, or other person officially, authorised to witness oaths. For a child aged under 16, both parents must sign the Oath on his or her behalf. Where one parent has legal custody of the child, that parent should sign the Oath on the child's behalf and submit evidence to prove legal custody.

## PASSPORT APPLICATION FORM

The Passport Application Form must be completed for all applicants who wish to obtain a passport after becoming economic citizens. Applicants aged 16 or over must sign their own forms. One parent or guardian must sign the form for children aged under 16. Applicants, including any children aged 8 or over, must sign their name in the signature box provided.



# STEP 2: SUBMISSION AND APPROVAL



APPROX. 12 WEEKS

1. The main applicant pays Due Diligence Fees and Processing Fees, and the Authorised Agent submits the completed application to the CBIU.

## DUE DILIGENCE FEES

Main Applicant: US\$7.500

Spouse: US\$4.000

Dependants aged 16 or over: US\$4.000

## PROCESSING FEES

Per application: US\$1.000

2. The CBIU examines the application.

– In the case of missing documents or irregularities, the CBIU sends a query letter to the Authorised Agent to provide the correct documents or additional information.

3. Due diligence is carried out by an independent and international company that hands over an overall report to the CBIU. The CBIU considers application files in light of the due diligence report and completes its own, internal due diligence.

4. The CBIU issues a letter to the Authorised Agent detailing whether the application was successful, delayed, or rejected.





# STEP 3: INVESTMENT

1. If the application is successful, the CBIU issues a letter instructing the main applicant to make:

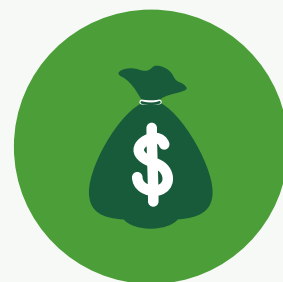
## THE CONTRIBUTION TO THE EDF

or

## THE PURCHASE OF PRE-APPROVED REAL ESTATE

### The Economic Diversification Fund (EDF)

This option involves a one-time, non-refundable contribution to the Government. Starting from USD 100,000, this method allows applicants to play a major role in forging Dominica's future. In the past, EDF contributions have enabled Dominica to better support its communities with key infrastructure projects and lead the nation to more sustainable outcomes.



	Main applicant	USD 100,000
	Spouse	USD 50,000
	Sibling of the main applicant or of his or her spouse aged 18 - 25	USD 50,000
	Dependant other than the spouse or a sibling of the main applicant or of his or her spouse aged 18 - 25	USD 25,000
	Main applicant, spouse, and two other dependants other than a dependent sibling	USD 175,000

#### Guidance on Payments for the EDF Route

The applicant is responsible for paying the **full minimum contribution amount** required under the laws and regulations that govern the Dominica Citizenship by Investment Programme. Therefore, when making the payment via bank transfer, the applicant must also pay any applicable **bank charges**, so that the contribution amount is received by the Government in full. Full minimum contribution amounts are expressed in United States dollars (USD). However, the Government will also accept payments in euros (EUR) and pounds sterling (GBP).

**IMPORTANT:** Any payment in EUR or GBP must, on the day it is processed by the recipient bank, be equivalent to or greater than the minimum contribution amount in USD. Any payment that falls below the minimum contribution amount in USD will be rejected as insufficient.



# Investing in pre-approved real estate



Under this option, with an investment of USD 200,000, applicants have the opportunity to own a piece of Dominica's prime real estate developments. Realising the island's potential as a destination for eco-tourism, world-class brands such as Hilton's Curio, the Marriott, and the Kempinski are all offering strong investment opportunities. In addition to a minimum investment of USD 200,000 the following Government Fees apply:

	Main applicant	USD 25,000
	Family of up to 4 persons (including the main applicant and up to 3 dependants other than a dependent sibling)	USD 35,000
	Family of up to 6 persons (including the main applicant and up to 5 dependants other than a dependent sibling)	USD 50,000
	Family of 7 persons or more (including the main applicant and at least 6 dependants other than a dependent sibling)	USD 70,000
	Sibling of the main applicant or of his or her spouse aged 18 - 25	USD 50,000
	Sibling of the main applicant or of his or her spouse under 18	USD 25,000

## Guidance on Payments for Fees

The applicant is responsible for paying the **full fees** required under the laws and regulations that govern the Dominica Citizenship by Investment Programme. Therefore, when paying fees via bank transfer, the applicant must also pay any applicable **bank charges**, so that the fees are received by the Government in full.

Full fee amounts are expressed in United States dollars (USD). However, the Government will accept payments in euros (EUR) and pounds sterling (GBP) for any of the following:

- Government Fees (real estate option only)
- Processing Fees
- Due Diligence Fees
- Certificate of Naturalisation Fees
- Expedited Passport Issuance Fees

**IMPORTANT:** Any payment in EUR or GBP must, on the day it is processed by the recipient bank, be equivalent to or greater than the minimum contribution amount in USD. Any payment that falls below the minimum contribution amount in USD will be rejected as insufficient.



2. The main applicant transfers the EDF contribution directly to the Government of Dominica. Real estate investments are placed in an escrow account.

- If real estate is purchased, then the main applicant must demonstrate completion and the execution of all necessary documents.
- If the main applicant selects the real estate investment route, Government Fees are payable at this stage. These are paid directly to the Government of Dominica.

3. For both the EDF contribution and the real estate investment, Naturalisation Certificate Fees (US\$250 per applicant) become payable at this stage.





# STEP 4: NATURALISATION



APPROX. 2-3  
WEEKS

1. The CBIU issues a Certificate of Naturalisation for each applicant, establishing their Dominican citizenship.
  2. The Authorised Agent uses this Certificate to apply for a Dominican passport on behalf of each applicant, should the applicants wish the Authorised Agent to do so.
- The main applicant pays Passport Fees (US\$300 per applicant).
3. Once processed, the passport is sent to the applicant.



## Contact

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