

DEVELOPMENT SUPPORT PROGRAMME

DSP Required Documents Checklist

Documents required for all members of an application, with the additional documents required of the principal applicant, spouse and each dependent.

All Applicants

DOCUMENT	NOTES
☐ Passport	Good quality scanned colour copy must be certified as true copy of the original. Required for all members of an application
☐ Identity Card or Driver License	Good quality scanned colour copy must be certified as true copy of the original. Required for all members of an application
☐ Police Clearance	From country of origin and country of residence (if different). Good quality scanned copy must be certified as true copy of the original. Required for all members of an application over 12 years of age
☐ CV or Personal Profile Form	Required for all family members over 18 years of age
☐ Birth Certificate	Good quality scanned colour copy must be certified as true copy of the original. Required for all members of an application
☐ Marriage Certificate	Good quality scanned colour copy must be certified as true copy of the original. Required for all members of an application

Full Application — Additional Documents required for Principal Applicant

DOCUMENT	NOTES
☐ Nomination Form	Stanford Knight prepare this for the applicant to sign & witness
☐ Medical Certificate	Statement from a medical professional that the applicant is in good health. Sample certificate available on request

DOCUMENT	NOTES
☐ Passport Photo	JPEG or PNG file meeting standard passport photo requirements

Supporting Documents

DOCUMENT	NOTES
☐ Asset Report Form	Asset Report Form is provided by Stanford Knight & Partners
☐ Supporting Asset Statement	Proof of assets minimum 250,000 USD as listed on the Asset Report such as bank statement, investment statement, property valuation, shares, cryptocurrency wallet. Certified copy required for bank compliance checks.
☐ Employment Certification	Certified letter of employment or Certified statement of self-employment.
☐ Bank Reference	Issued by any bank worldwide and within 12 months of issue
☐ Professional Reference	Statement issued by colleague, client, professional acquaintance as to the applicants professional conduct
☐ Academic Certification	If applicable, a copy of undergraduate degree, post-graduate degree, doctorate, professional certificate
☐ Utilities Account	Certified copy of utilities invoice such as power, gas or water as proof of residential address.

Full Application – Additional Documents required for Spouse

DOCUMENT	NOTES
☐ Nomination Form	Stanford Knight provide this to applicant to sign & witness
☐ Medical Certificate	Statement from a GP/Medical practice that the applicant is in good health. Sample certificate available on request
☐ Passport Photo	JPEG or PNG file meeting standard passport photo requirements

Full Application – Additional Documents required for each dependent child under 18 years of age

DOCUMENT	NOTES
☐ Nomination Form	Stanford Knight provide this to applicant to sign & witness
☐ Medical Certificate	Statement from a GP/Medical practice that the applicant is in good health. Sample certificate available on request
☐ Passport Photo	JPEG or PNG file meeting standard passport photo requirements
☐ Education enrollment proof	Proof of enrollment in school

Full Application – Additional Documents required for resident dependent (18-25 years of age)

DOCUMENT	NOTES
☐ Nomination Form	Stanford Knight provide this to applicant to sign & witness
☐ Medical Certificate	Statement from a GP/Medical practice that the applicant is in good health. Sample certificate available on request
☐ Education enrollment proof	Transcript or proof of enrollment in college / university
☐ Passport Photo	JPEG or PNG file meeting standard passport photo requirements

Full Application – Additional Documents required for resident dependent (50+ years of age)

DOCUMENT	NOTES
☐ Nomination Form	Stanford Knight provide this to applicant to sign
☐ Medical Certificate	Statement from a medical practitioner or hospital that the applicant is in good health. Sample certificate available on request
☐ Passport Photo	JPEG or PNG file meeting standard passport photo requirements

Documents required for NBV to clear payment of Application Fee

To meet bank compliance check requirements for citizenship applications we are required to submit the following documents in addition to a signed client agreement.

Certified Bank Statement

Please provide certified copies of bank statements covering the most recent six months. The statements must bear the official bank stamp or certification and should clearly reflect the transfer of the citizenship fee payment. If the citizenship fee payment is not reflected in the six-month bank statements, please provide a separate certified bank statement showing the relevant transfer.

Spouse Bank Statement

As part of the updated compliance requirements, a current bank statement covering the most recent month is required for the spouse if they are included in the application. The statement must be certified as a true copy of the original and should be issued by the bank within the most recent month.

Where the citizenship fee payment was made using cryptocurrency

Please export the complete crypto transaction history to a spreadsheet, if possible. NBV requires the full transaction details, including the complete transaction hash for each transaction.

Additional Documents

Please note that NBV may request additional documents or information during the compliance review.

Document Certification and Submission Requirements

Certified True Copies

Certification can be carried out by a licensed professional such as a notary public, attorney-at-law, or commissioner for oaths. Certifiers must be independent and must not have close personal ties with the Applicant.

A valid certification must meet all requirements below:

- 1** Include the statement: “Certified to be a true copy of the original document seen by me.”
- 2** Be signed and dated by the certifier.
- 3** Clearly state the certifier’s full name in capital letters.
- 4** Indicate their professional title, membership/registration number, and credentials.
- 5** Provide full contact details, including address, phone number, and/or email.

Translations

- 1** All forms and documents must be in English.
- 2** Where originals are issued in another language, a certified English translation must be attached.
- 3** Translations must be prepared by an accredited translator or a licensed professional translation company.

Photographs

- a** Passport-sized photographs per Applicant, taken within the last six months.
- b** Size: 2 x 2 inches or 5 cm x 5 cm
- c** High-resolution digital copy
- d** Head and shoulders visible
- e** Neutral expression
- f** Plain white background
- g** Face centered with mouth closed
- h** Ears and hairline visible
- i** Hair tied back where needed
- j** No head coverings except for religious reasons
- k** No glasses

DSP Process

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- 1 Complimentary pre-screening assessment by Stanford Knight & Partners
 - 2 Execution of the Service Agreement and collection of due diligence documents
 - 3 Due diligence check performed by Vanuatu Government
 - 4 Pre-approval - Confirmation of due diligence clearance received
 - 5 Collection of full citizenship application documents and submission to Citizenship Commission with 25% fee payment
 - 6 Citizenship approval
 - 7 Final Fee payment
 - 9 Citizenship Certificate and passport issued
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