

# RETURNING RESIDENTS INFORMATION MANUAL

## INTRODUCTION

In recognition of the significant contributions of returning nationals to the socio-economic advancement of Dominica, the Government took a decision to grant certain tax concessions on motor vehicles and household goods imported by such persons upon their resettlement in the country.

This manual is intended to provide relevant and up-to-date information to facilitate the smooth resettlement of Dominicans living in the Diaspora. It is hoped that this information will assist in clarifying certain processes and reducing or eliminating any difficulties in the reentry process. In addition to information on tax concessions, information is presented on other areas that the returnee may find useful.

## ELIGIBILITY FOR RETURNING RESIDENT STATUS

A person shall be deemed to be a returning resident if they have returned for permanent residence, have attained the age of **18 years** and fall within any of the following categories:

1. A citizen of Dominica by birth, descent (child, stepchild or adopted child) and naturalization who has resided outside of Dominica continuously for at least the last **seven (7)** years.
2. The non-Dominican spouse of a Dominican national accompanying him/her to reside permanently in Dominica and who has resided outside of Dominica continuously for at least the last **seven (7)** years (In this instance either the Dominican national **or** his / her non-Dominican spouse will qualify, not both).
3. Students who have attained the age of 18 years and have studied abroad for more than one (1) year will qualify for concessions in respect of books, tools of trade, computer hardware (i.e. hard drives, monitors and printers) and software (i.e. diskettes and software on diskettes and Cd Roms) and other used personal effects. Students are not entitled to motor vehicles duty free.

The Returning Resident must prove prior ownership of the items in the country of residence upon their importation into Dominica. Receipts and invoices for goods should be made available upon request by the Customs Officer. The household and personal effects must be kept by the Returning Resident for his/her personal use; and may NOT be sold, lent, hired out, exchanged or otherwise disposed of after duty free concession has been granted.

Persons should note that concessions on household/personal effects and motor vehicles will be granted to a returning national ONLY ONCE. Only one member of a family returning home will be eligible. A family returning home may consist of a husband, wife and children below the age of eighteen (18).

### **Documents Required to Determine Eligibility**

The Customs and Excise Department administers eligibility for Returning Resident concessions. In the case of motor vehicles, the Policy Formulation Unit of the Ministry of Finance is responsible for the actual granting of duty free concessions. The returning resident will be required to attend a brief interview at the Customs and Excise Department and may be referred to the Ministry of Finance by the Comptroller of Customs. It is advised that this be done immediately upon importation of the goods in Dominica, and before beginning the process of clearance of the imported items.

In order to establish eligibility as a returning resident, the following documents must be presented to the Comptroller of Customs:

- a. Dominican passport (current and expired) dated back to at least seven (7) years prior to date of relocation to Dominica.
- b. Documentary evidence to substantiate residential status outside of Dominica for more than seven (7) years including but not limited to; entries in foreign passport, alien resident card or work permit accompanied by job letter, letter of separation from employer, tax returns for the last three (3) years, pay stubs, W2 forms, evidence of bills honored while residing abroad, copy of retirement papers/ pension advice and driver's license.
- c. Documentary evidence to substantiate the applicant's intention to re-establish permanent residence in Dominica. This could include for example proof of retirement, proof of ownership of dwelling house or land in Dominica or proof of planned investment in Dominica. Copy of light bill, copy of water bill, lease agreement/rent receipt, letter from prospective employer, evidence of employment contract; contractors agreement, planning approval for dwelling construction and evidence of disposal of property owned in the foreign country.
- d. In the case of students, a letter from the university, college or educational institution attended, confirming the duration of the course of study or time spent at the institution, copy of I-20 Form, copy of transcript, diploma / degree or college student ID / badge.

### **CONCESSIONS GRANTED TO RETURNING RESIDENTS**

#### ***Household & Personal Effects***

Personal and household effects (new or used) include personal items of clothing, toiletries, furniture, household equipment and appliances and tools of trade that are necessary to re-establish a home in Dominica. It **excludes** motor vehicles, building materials, foodstuffs and liquor. Personal and household effects may be imported by qualifying Returning Residents free of Import duty and VAT. Please note

that Excise Tax (28%) and Custom Service Charge (3%) are applicable. A complete and quantified Customs Declaration of the items on which concessions are requested must be presented to the Comptroller of customs, upon arrival.

### ***TOOLS OF TRADE***

Tools of Trade are defined as follows:

***That type and amount of instruments, tools, and devices as would be usually used in the normal course and scope of a person's profession, trade or occupation without utilizing additional Labour.***

Tools of Trade, whether used or new, will be admitted free of Import Duties and VAT. Environmental Surcharge (1.5%) and Custom Service Charge (3%) are applicable. The Returning Resident must satisfy the Customs Officer that the items are for the sole use of the individual for purposes of income generation; the individual is qualified to use them, they are of the type and quantity that can be used; and they are not imported for sale. Tools of trade do not include plant machinery, equipment and vehicles. **Please note that a concession for Tools of Trade is granted to each qualified individual within a family i.e. for more than one person in a family, if necessary / appropriate.**

### **CLEARANCE OF HOUSEHOLD AND PERSONAL EFFECTS**

The returning resident will be required to have a Customs Declaration prepared by a Broker. The Declaration must indicate **all** the items he/she has imported into Dominica including the quantity and value of each item as far as possible. The "Returnee" will be required to attend a brief interview at the Customs and Excise Department by a Senior Customs Officer who will determine eligibility for Duty-Free Concessions.

Note: Upon request, a container may be inspected at the "Returnees" premises by the Customs Department. A fee of \$25.00 per hour, per officer is charged for the inspection / examination of containers (\$30 after 8:00 pm). Mileage charges are also applicable for transportation of containers to the "Returnee's" destination. Importers are also expected to meet the transportation cost of the Custom Officer to and from the "Returnees" residence. All such charges are payable to the Comptroller of Customs.

### **Time Frame for the Importation of Belongings**

Household and personal effects or a vehicle can be shipped in advance of arrival but they should arrive ideally, no more than three (3) months before permanent return/relocation to Dominica. They will remain in the custody of the Dominica Air and Sea Port Authority. Port storage dues will be charged and are the responsibility of the "Returnee". Items may be cleared by a representative / proxy of the "Returnee" after an amount is deposited with the Comptroller of Customs to cover the applicable duties. This deposit can be recovered upon the applicant's arrival to Dominica, after the processing of a Customs Declaration.

If all belongings are not shipped in one consignment, the remainder can be brought in duty free (from the country where the “Returnee” resided) within three (3) months after the date of arrival in Dominica.

### **Extensions**

An extension may be granted in extenuating circumstances by application to the Financial Secretary, within three (3) months of the “Returnees” arrival in Dominica. The applicant therefore ought to ensure that all items intended to be imported are indicated to the Customs Officer in the initial interview as these are the only ones that will be considered for an extension.

### **VEHICLES**

A vehicle can be either imported or purchased locally from an authorized motor vehicle dealer. Qualifying returning residents are allowed to import *one* motor vehicle (new or used) free of Import Duty and VAT. The vehicle must be imported from the country where the applicant resided continuously for the past 7 years immediately before returning to Dominica. Note that excise tax (28%) and Customs Service Charge 3% must be paid. Additionally, an Environmental Surcharge of \$3000 is applicable if the vehicle is 5 years or older and 1% if the vehicle is less than 5 years old. If a vehicle is purchased locally, it **must** be done through an authorized motor vehicle dealer within three (3) months of the “Returnees” arrival to Dominica.

The following conditions shall apply:

- The Returning Resident will be required to enter into an agreement with the Comptroller of Customs.
- The vehicle shall not be sold, given away, exchanged, or otherwise disposed of within a period of five (5) years without the payment of the applicable duties;
- The vehicle may be sold **after** five (5) years without the payment of customs duties (with the approval of the Minister for Finance after consultation with the Comptroller of Customs);
- The Comptroller of Customs must be informed of the custody of the vehicle if the ‘Returnee’ leaves Dominica for a period of more than six (6) months;
- Where the ‘Returnee’ leaves Dominica for a continuous period of over six (6) months, except for special circumstances as determined by the Financial Secretary, all applicable duties will be immediately paid in full.
- If any term of the agreement is violated, the Comptroller reserves the right to seize the said vehicle as being liable to forfeiture pending payment of the applicable duties in full. ***The Comptroller can also sell the vehicle by public auction after a period of two (2) months from the date of seizure.***

## ***CUSTOMS PROCEDURES WHEN CLEARING VEHICLES***

### **Documents Required for Vehicle Clearance:**

1. Bill of Sale
2. Certificate of title
3. Foreign Registration papers
4. Export documents
5. Insurance Policy
6. Police Certificate of Registration

### **Steps: Please follow the order of the outlined procedures:**

1. Attend interview at Customs and Excise Division at the Woodbridge Bay in Fond Cole. In the event that the individual qualifies for duty free concessions, a copy of the interview questionnaire and a FTI 104 form will be issued.
2. Present the copy of the interview questionnaire and a FTI 104 form to the Economic Policy Unit at the Ministry of Finance, Kennedy Avenue, where the duty-free forms will be processed.
3. The vehicle / boat must be registered at the Inland Revenue Division. A third party Insurance cover note for at least one day must be obtained from a local provider in order to get clearance of the vehicle from the Port to the Inspection and Licensing Department.
4. Proceed to the Comptroller of Customs at the Customs Department with copies of the registration and insurance documents, to sign the agreement, process the declaration and pay the other applicable fees.
5. Present all documents indicating payment of Customs fees to the Port authority for release of the vehicle.

**Note:** The Customs and Excise Division is a distinct entity from the Dominica Air and Sea Port Authority which is an independent statutory body. Queries pertaining to storage charges must be directed to the Dominica Air and Sea Port Authority and not the Customs and Excise Division.

## ***REGISTRATION OF VEHICLES***

### **Procedure:**

1. Clear vehicle at customs.
2. Take signed and stamped Customs Declaration Form to Inland Revenue Division to license the vehicle. A registration number will be issued. Note that the cost for registration is \$100 and the cost for licensing is dependent on the weight and purpose of the vehicle - for example private, commercial or hire.
3. Get the vehicle fully insured. A Vehicle Assessment Report must first be obtained from an assessor recommended by that insurance company. The Insurance Company will issue a Cover Note.

4. The Insurance Cover Note and Vehicle Assessment Report must be taken to the Traffic Department on High Street where the vehicle will be inspected and a Certificate of Inspection issued. The Certificate of Inspection must be taken to the Inland Revenue Division where the license will be issued.

An import license is NOT required for the importation of oversized vehicles. For information on restricted accessories please contact the Licensing Department.

Persons importing vehicles that are left-hand drives are required to imprint the words: "Left Hand Drive" at the back of the vehicle.

Persons not in possession of a valid Dominican license may drive on a valid overseas license for up to three (3) months with a permit issued by the Traffic Department. This can be obtained at the Ports of entry, upon arrival. A Dominican license can be obtained with the presentation of a valid overseas license and proof of Dominican citizenship.

## **PASSPORT APPLICATIONS**

### **PHASING OUT OF NON-MACHINE READABLE PASSPORTS**

EFFECTIVE **DECEMBER 30<sup>TH</sup>, 2007**, THE NON-MACHINE READABLE PASSPORTS WILL NO LONGER BE USEABLE.

TO APPLY FOR THE NEW MACHINE READABLE PASSPORTS, PERSONS MAY BRING IN NON-MACHINE READABLE PASSPORTS **WHETHER VALID OR NOT**, ALONG WITH A COMPLETED APPLICATION FORM, 2 PHOTOGRAPHS AND A RECEIPT OF PAYMENT FROM THE TREASURY DEPARTMENT.

PERSONS RECEIVING PASSPORTS ON BEHALF OF OTHERS MUST PRESENT A WRITTEN ORDER, FROM THE PASSPORT APPLICANT OR PASSPORT HOLDER, AUTHORIZING RELEASE OF THE PASSPORT TO THE BEARER OF THE WRITTEN ORDER. FOR APPLICANTS RESIDING OVERSEAS, THE ORDER MUST BE NOTARIZED.

IN ALL CASES WHERE PASSPORTS ARE BEING RECEIVED, VALID IDENTIFICATION (LIMITED TO DRIVER'S LICENCE, SOCIAL SECURITY CARD, OR PASSPORT), MUST BE PRESENTED IN ORDER TO RECEIVE A PASSPORT, WHETHER FOR ONE'S SELF OR FOR A THIRD PARTY.

FOR THE CONVENIENCE OF THE GENERAL PUBLIC, APPLICATION FORMS FOR COMMONWEALTH OF DOMINICA PASSPORTS ARE AVAILABLE AT THE FOLLOWING PLACES:

**PORTSMOUTH - PORTSMOUTH POLICE STATION**  
**MARIGOT -MELVILLE HALL AIRPORT (IMMIGRATION OFFICE)**  
**CANEFIELD - CANEFIELD AIRPORT (IMMIGRATION OFFICE)**  
**ROSEAU - TREASURY DEPARTMENT ON HILLSBOROUGH STREET**

## **-IMMIGRATION DEPARTMENT ON BATH ROAD**

DOMINICANS RESIDING OVERSEAS AND OTHERS WHO WISH TO ACCESS THE FORMS **ELECTRONICALLY** MAY DOWNLOAD THESE FROM THE FOLLOWING WEBSITES:

1. "TOURISMDOMINICA.DM" .....GO TO HOME PAGE AND CLICK ON "DOCUMENTS"
2. "DISCOVERDOMINICA.COM/SITE/DOCUMENT.CFM"

## MINISTRY OF LEGAL AFFAIRS

The passport applicant has two processing options:

(1) The application forms with the applicable fees may be sent to a relative / friend in Dominica who can also endorse the application and deliver it to the Immigration Department. It is not advisable to mail the applications to the Immigration Department as they are not responsible for mailing of passports to applicants; neither can they endorse the applications.

(2) The application forms and the applicable fees can be submitted to the High Commission, Consulate or Embassy in the country where the applicant resides. Additional fees will be charged to have the form couriered to and from Dominica. The applicant will be contacted for pick-up by the relevant office, upon the arrival of their new passports from Dominica.

## **FIREARM LICENSES**

A permit from the Commissioner of Police is required to use/import any firearm/ammunition on which the applicant is seeking duty free concessions. The applicant must provide a passport photo and a copy of their Firearm License to the CID at Police Headquarters where a Firearm Application Form must be completed. Persons who are not present license holders must obtain a Certificate of Proficiency from either Platinum Security or the Dominica Rifle Club. Processing time for applications is three (3) months.

## **LAND PURCHASE**

For persons purchasing land in Dominica it is advisable to procure the services of a local lawyer or real estate agency to facilitate the process.

## **- APPLYING FOR WATER CONNECTION**

### ***Company Contact Information:***

DOWASCO

P.O. Box 185, High street, Roseau, Dominica

email: dowasco@cwdom.dm  
Tel: 1767-448-4811

***Documents needed:***

1. Copy of land Certificate of Title to prove land ownership. If the applicant is a tenant, a letter of authorization from the landlord is necessary.
2. Picture ID
3. Application form - obtained from DOWASCO office
4. Initial deposit of \$300.

***Procedure:***

Complete the application form and submit it to the DOWASCO office along with the above documents. A letter of approval will be issued which the applicant must take to the Public Works Corporation in Goodwill, Roseau. There a fee must be paid before the pipes can be laid by DOWASCO. The approval period is dependent on the location of the applicant's property.

**APPLYING FOR ELECTRICITY CONNECTION**

***Company Contact Information:***

DOMLEC  
18 Castle Street  
Box 1593, Roseau, Dominica  
Tel: 1767-448-2681 / 1800-744-2681

***Documents needed:***

1. Copy of land Certificate of Title to prove land ownership. If the applicant is a tenant, a letter of authorization from the landlord is necessary.
2. Picture ID
3. Certificate for temporary installation from the Government Electrical Division

***Procedure:***

Contract a trained electrician to have the building wired. Complete application for electricity at the Government Electrical Division where a Certificate for temporary installation will be issued. This must be taken to DOMLEC as well as the other listed documents above. DOMLEC normally installs electricity within seven (7) working days.



## **ENROLLMENT IN SCHOOLS**

Documents required; Birth Certificate, Immunization Record and a copy of the host country school transcript. The local school must be contacted for other specific requirements such as enrollment fees.

## **POLICE RECORDS**

In order to acquire a police record, two (2) passport photos and a Dominican ID should be presented to the Superintendent of the CID. If the applicant is not in Dominica, a letter must also be presented to the CID authorizing the delivery of the police record to another individual.

## **INVESTMENT INCENTIVES**

The Government of Dominica encourages the development of new businesses and the expansion of existing ones, and as part of its contribution to the development of these businesses. The Government of Dominica provides a range of fiscal incentives to investors under the following legislations:

- The Fiscal Incentives Act 42 of 1973 (amended in 1983 & 1990), Chpt. 84:51,
- The Hotels Aid Act, Chap. 85:04 of the 1991 Revised Laws of Dominica,
- The Income Tax Act, Chap. 67:01 of the 1991 Revised Laws of Dominica,
- Value Added Tax Act, No. 7 of 2005 +

Persons who are investing in the Tourism Sector, Manufacturing Sector, Agro-processing Sector, Information & Communication Technology Sector and any other approved sector can qualify for concessions once their project meets all the necessary requirements.

### ***Incentives available include:***

- The granting of a tax holiday of up to twenty (20) years for approved hotel and resort developments;
- Exemption from payment of import duties on building materials, furniture & fittings, and operation vehicles;
- Withholding Tax Exemptions on dividends, interest payments, and other relevant external payments.
- Exemption from payment of import duties on plant, machinery, equipment, spare parts, raw and packaging materials, and vehicles are offered.
- Exemption from Income Tax on any income accrued from a source outside Dominica to a retired person who, prior to retirement, was not resident in Dominica.
- Other incentives may be granted where appropriate.

**Note:** Section 38 (b) of the Value Added Tax (Amendment) Act 2006 allows for the exemption from the provisions of the Value Added Tax Legislation in respect of capital investments for the initial investment up to commencement of operations. This benefit shall be extended only to direct imports of approved items on the Master List consigned directly to the approved enterprise.

### **Application procedures for applying for fiscal incentives**

Any enterprise - small, large, domestic, or foreign - can apply for incentives. In practice, the applicant approaches the National Development Corporation, which prepares an application package and recommendation to be delivered to a full session of the Cabinet based on the information provided by the applicant.

The following are the steps for applying for fiscal incentives:

1. Application form is submitted to the National Development Corporation for review and processing.
2. Cabinet Paper with recommendations is submitted to Cabinet for review and consideration.
3. Decision is submitted by Cabinet to the National Development Corporation which informs the applicant of Cabinet's decision.

Application Forms for Concessions must be obtained from the NDC at the address below. Further information is also available on their website at [www.investdominica.dm](http://www.investdominica.dm).

### **International Financial Services**

Companies registered under the International Business Companies (Act No. 26 of 1996) are exempt from the payment of taxes, duties, and similar charges for

a period of twenty (20) years from the date of incorporation.

The Financial Services Unit of the Ministry of Finance is the agency responsible for all International Business Companies (IBC's). IBC's are regulated by the Office of the Registrar of Companies.

- Financial Services Unit  
**Ministry of Finance and Planning**  
Government Headquarters  
Roseau  
**Commonwealth of Dominica**  
Tel: (767) 448 2401 Ext. 3558  
Fax: (767) 448 0054  
[Email: fsu@cwdom.dm](mailto:fsu@cwdom.dm)

### **IMPORTATION OF DOGS AND CATS**

Animal Health Guidelines to obtain an Import Permit

- The animal must be examined by a licensed and accredited Veterinary authority in the exporting country, and a certificate issued indicating the health status of the animal.
- The animal must be free from internal and external parasites.
- The animal must be tested and treated for Heart Worms and certified Heart Worm free for export.
- The health records indicating the Immunization Status of the animal must be provided with a current **DHLPP+ C** Immunization Record or any other endemic diseases of importance.
- Dogs and cats coming from **all Countries** must be immunized with an approved Rabies Vaccine by an official veterinarian stating type, serial number, date of expiration and date of administration, at least 30 days and not more than one (1) year prior to exportation of animal.
- A blood sample must be taken from the animal and sent to a reputable Rabies Reference Laboratory to perform the RNATT/FAVN, and the result must be sent directly to the Veterinary Services prior to issuing an import permit. The test result must show a serum antibody level of at least 0.5 IU/ mL
- The test must be done not less than one (1) month after vaccination with an approved Rabies Vaccine.
- An Import permit will be issued once the requirements are met, and sent to the importer by fax or email.
- Animals and associated documents will be examined on arrival at Port by a Quarantine Inspector who reserves the right to reject or accept the animal based on its condition.

**N.B Please note that the test takes 3-4 weeks or longer before a result can be obtained. Please be guided by this information in relation to your travel plans. Processing and other fees may apply.**

The Livestock Development Unit of the Division of Agriculture at the Botanic Gardens, Roseau can be contacted for information on the importation of meat and meat products:

Telephone: (767) 266- 3827/3824

Fax: (767) 448- 8632 / (767) 448-7999

Email: [agrivet4@hotmail.com](mailto:agrivet4@hotmail.com)/[forestvet@gmail.com](mailto:forestvet@gmail.com)

## **RNATT- Rabies Neutralizing Antibody Titration Test**

### IMPORTATION OF PLANTS

Importers wishing to import plants, plant parts, plant products, seeds or other such regulated items into Dominica must complete an Application for Import Permit from the office of the Plant Protection and Quarantine Service of the Division of Agriculture.

#### ***The Permit must state:***

Country of origin, name and address of importer, name of produce, quantity and weight, mode of transport and expected date of arrival.

- Applications must be submitted AT LEAST ONE WEEK prior to arrival of goods.
- Imports permits cost EC ten (\$10) dollars and are valid for one consignment only.
- All agricultural produce imported must be accompanied by a Phytosanitary Certificate from the country of origin of produce.
- All produce MUST BE INSPECTED upon arrival by the plant quarantine inspector.
- The plant quarantine inspector reserves the right to reject or accept the produce based on its condition.
- All imported produce must be pest and disease free, and free from soil.

### HEALTHCARE SERVICES

There is a 225 bed secondary care hospital located in the capital city of Roseau. There is also a network of 52 health centers island-wide, two (2) 28-bed cottage (primary care) hospitals located in Marigot and Portsmouth, and a private medical facility at Mero. A private medical laboratory in Roseau provides a range of testing services. A private retirement facility at Morne Daniel caters for the elderly. Several specialists provide services in the areas of General Surgery, Dermatology, Paediatrics, Orthopedics, Obstetrics and Gynecology, ENT, Ophthalmology, Gastroenterology, Intensive Care and Radiology to name a few.

A Hyperbaric Chamber for treating deep sea diving decompression illness is also available. Air Ambulance service is accessed from the neighboring Islands of Martinique and Guadeloupe.

### BANKING INFORMATION

#### ***Banking Procedures***

A foreign currency bank account can be allowed on application to the Financial Services Unit (FSU) of the Ministry of Finance, through the banking institution with which the account will be held. The major consideration is that the applicant must have a source of foreign earnings/income. Repatriation of capital can be allowed, usually to the extent of the percentage of the foreign participation in the company.

Currency Exchange: US\$1.00 = EC\$2.70 (official rate, fixed). Information on the exchange rates for all other currencies may be obtained from the respective banks as their rates vary daily.

**Bank Rates:**

Selling: US\$1.00 = EC\$2.7169

Buying:

Notes: US\$1.00 = EC\$2.67

Drafts: US\$1.00 = EC\$2.6882

Wire transfer charge: US\$16.67 - US\$27.78 per transfer depending on bank used.

**List of Commercial Banks Operating in Dominica**

**National Bank of Dominica Ltd.**

Hillsborough Street

P. O. Box 271

Roseau, Dominica

**Commonwealth of Dominica**

Tel: 767- 448 4401

Fax: 767- 448 3982

Email: [ncbdom@cwdom.dm](mailto:ncbdom@cwdom.dm)

Website: [www.nbdominica.dm](http://www.nbdominica.dm).

**Royal Bank of Dominica**

Bay Street

P. O. Box 19

Roseau, Dominica

**Commonwealth of Dominica**

Tel: 767 448 2771

Fax: 767 448 5398

Email: [rncbcdominica@cwdom.dm](mailto:rncbcdominica@cwdom.dm)

Website: [www.royalbank.com](http://www.royalbank.com)

**First Caribbean International Bank**

Old Street

P. O. Box 4, Roseau, Dominica

**Commonwealth of Dominica**

Tel: 767 448 2571

Fax: 757 448 3471

Website: [www.firstcaribbeanbank.com](http://www.firstcaribbeanbank.com)

**Bank of Nova Scotia**

28 Hillsborough Street

Box 520

Roseau, Dominica

**Commonwealth of Dominica**

Tel: 767 448 5800

Fax: 767 448 5805

Email: [bns.dominica@scotiabank.com](mailto:bns.dominica@scotiabank.com)

Website

**PROTOCOL FOR THE IMPORTATION OF HUMAN REMAINS*****Purpose***

The purpose of this protocol is to ensure that the Ministry of Health establishes standard operational procedure for the Transportation of Human Remains that is consistent with the Health Services (Transportation of Human Remains) Regulation 1969 to reduce the risk of the spread of diseases.

***Documents Required***

Any person desiring to transport the remains of a deceased person shall furnish the Chief Medical Officer or any other officer appointed by him/her with the following documents:

1. An official certificate of cause of death issued by the local registrar of death's or similar authority.
2. Embalmer's Certificate from the person authorized to prepare the remains, certified by an appropriate authority indicating the manner and method in which the body was prepared and indicating the coffin contains only the body in question and necessary clothing and packing.

3. A Transit Permit stating the surname, other name or names and age of the deceased person issued by the competent authority for the place of death or the place of burial in the case of exhumed human remains.

- The language of all documents shall be in English. Where the language is otherwise, an English translation shall be provided by the consignee or his agent.
- All documentation shall be the official original documents and shall accompany the human remains affixed to the exterior of the coffin.
- When time is appropriate, expressed mail services of the original documents may be employed.
- All application/requests for services must be submitted by at least twenty-four (24) hours prior to the delivering of services in written form to the Chief Medical Officer or the officer acting on his/her behalf.
- For the purpose of this protocol application/request for services relating to the transportation of human remains may be delivered in written form by post, by hand or via a fax.

For further information on the procedures for importation of human remains into Dominica, please contact:

The Chief Medical Officer  
Ministry of Health,  
Government Headquarters,  
Roseau, Dominica.  
Tel: 1767-266-3258.

**For additional information related to the contents of this manual please contact:**

Ms. Mandra Fagan Bsc. (Hons), MPA  
Special Assistant to the Prime Minister  
Office of the Prime Minister  
Financial Centre 6 Floor  
Roseau, Dominica  
Tel: 1767 266-3049  
Fax: 1767 448-8960  
Email: faganm@dominica.gov.dm

**APPENDIX I****List of Government Ministry's**

<b>Ministry</b>	<b>Minister</b>	<b>Permanent Secretaries</b>	<b>Tel. No. &amp; Fax No.</b>	<b>PS Email address</b>
Agriculture, Fisheries & the Environment	Hon. Collin Mc.Intyre	Mrs. Claudia Bellot	Tel: 1767-266-3282. Fax: 1767-448-7999	psagric@cwdom.dm
Legal Affairs & Immigration	Hon. Ian Douglas (Attorney general)	Mr. Vincent Philbert	Tel: 1767-266-3293. Fax: 1767-448-0182	legallaffairs@cwdom.dm
Tourism, Industry & Private Sector Relations	Hon. Ivor Nassief	Mrs. Esther Thomas	1767-266-3003. Fax: 1767-448-6200	pstourism@cwdom.dm
Community Development, Gender Affairs & Information	Hon. Matthew Walters	Mr. Eisenhower Douglas	Tel: 1767-266-3249. Fax: 1767-449-8220	douglase@dominica.gov.dm
Finance & Planning	Hon. Roosevelt Skerrit	Mrs. Rosemund Edwards, (Financial Secretary)	Tel: 1767-266-3221. Fax: 1767-448-0054	finsec@cwdom.dm
Education, Human Resource Development, Sports & Youth Affairs	Hon. Vince Henderson	Mrs. Jennifer Lafond	Tel: 1767-266-3256. Fax: 1767-448-0644	minedu@cwdom.dm
Health & Social Security	Hon. John Fabien	Mr. Davis Letang	Tel: 1767-266-3260	letangd@dominica.gov.dm
Housing, Lands Telecommunications Energy & Ports	Hon. Reginald Austrie	Mrs. Rhoda Celaire	Tel: 1767-266-3507. Fax: 1767-448-4807	hltepsecps@hotmail.com



Public Works & Public Utilities	Hon. Ambrose George	Dr. Joseph Bannis	Tel: 1767-266-3524. Fax: 1767-440-4799	jbannis@cwdom.dm
Foreign Affairs, Trade & Labour	Hon. Charles Savarin	Mr. Steve Ferrol	1767-266-3213. Fax: 1767-448-5200	ferrols@dominica.gov.dm

## APPENDIX II

### LIST OF GOVERNMENT OFFICES

Office of the Prime Minister Financial Centre 6th Floor Roseau, Dominica Tel: 1767- 4482401 ext 3300	Ministry of Foreign Affairs Financial Centre 4th Floor Roseau, Dominica Tel: 1767- 4482401 ext 3202
Passport and Immigration Department Police Headquarters Bath Road, Roseau Dominica Tel: 1767-448-2222 ext 5159	The Traffic & Licensing Office High Street, Roseau Dominica Tel: 1767-448-2222 ext: 5195
The Customs and Excise Department Woodbridge Bay, Roseau Dominica Tel: 1767 - 448-0003	Electrical Division Goodwill Road, Roseau Dominica Tel: 1767 448-2401 ext 3747
The Criminal Investigation Department Police Headquarters Bath Road, Roseau Dominica Tel: 1767-448-2222	Ministry of Finance and Planning Financial Centre 5th Floor Roseau, Dominica Tel: 1767-4482401 ext 3221
Registrar of Titles Dame Eugenia Charles Boulevard Bayfront, Roseau Dominica Tel: 1767 448 2401 ext 3388	Land & Surveys Department 64-B Cork Street Roseau, Dominica Tel: 1767 448 2401 ext: 3431

Planning Division  
Charles Avenue, Goodwill  
Roseau, Dominica  
Tel: 1767 448 2401 ext 3751

**APPENDIX III**  
**LIST OF HIGH COMMISSIONS, EMBASSIES AND CONSULAR OFFICES**

<p><b>CANADA</b> High Commission for the Countries Of the Organisation of Eastern Caribbean States 130 Albert Street Suite 700 Ottawa Ontario, K1 P5 G4 Canada Tel: 1 613 236 8952 Fax: 1 613 236 6042 Email:<a href="mailto:echcc@travel.net.com">echcc@travel.net.com</a> Her Excellency Lorraine Williams, High Commissioner</p>	<p><b>UNITED STATES OF AMERICA:</b> Embassy of the Commonwealth of Dominica 3216 New Mexico N.W. Washington D.C. 20016 U.S.A. Tel:1 202 364 6781 / 202 364 6790 Fax: 202 364 6791 Email:<a href="mailto:embdomdc@aol.com">embdomdc@aol.com</a>  Judith Ann Role – Officer in Charge</p>
<p><b>BELGIUM</b> Embassies of the Eastern Caribbean States And Missions to the European Communities 42 Rue de Livourne 1050 Brussels Tel: 011 02 534 2611 011 322 534 2611 011 02 544 1802 Fax: 011 322 539 4009  Email: <a href="mailto:ecs.embassies@skynet.be">ecs.embassies@skynet.be</a></p>	<p><b>PEOPLES REPUBLIC OF CHINA</b> Embassy of the Commonwealth of Dominica LA o6 Liangmaqiao Diplomatic Residence Compound No. 22 Dongfangdong Road Chaoyang District Beijing Peoples Republic of China Tel: 010 653 208 38 Fax: 010 653 208 48 Email:<a href="mailto:dominica@dominicaembassy.com">dominica@dominicaembassy.com</a></p>

<p>His Excellency George Bullen Ambassador Extraordinary and Plenipotentiary</p>	<p>His Excellency David Hsiu Ambassador Extraordinary and Plenipotentiary</p>	
<p><b>UNITED KINGDOM:</b> Dominica High Commission 1 Collingham Gardens London SW5 OHW ENGLAND Tel: 011 44 207 370 5194 Fax: 011 44 207 372 8743 Email: dominicahighcom@btconnect.com Agnes Adonis – Acting High Commissioner.</p>	<p><b>REPUBLIC OF CUBA</b> Embassy of the Commonwealth of Dominica Havana Republic of Cuba  His Excellency Clarkson Thomas – Ambassador Extraordinary and Plenipotentiary</p>	
<p><b>Consular Representatives:</b>  Consulate of the Commonwealth of Dominica Suite H 800 Second Avenue New York, N.Y 10017 U.S.A. Tel: 212 949 0853/4 212 599 8478 Fax: 212 661 0979 Email: dmaun@undp.org Ms. Zilma Theodore, Vice Consul</p>	<p>Mr. Raoul Smitt Honorary Consul Advokatijirman Smitt A.B. Hamngatan 11 S-11147 Stockholm Sweden Tel: 468 678 0770 Fax: 468 678 0780 Email: lawoffices@smitt.se</p>	
<p>Mr. Emile George Honorary Consul 21 East Street Kingston Jamaica Tel: 876 702 1830 / 876 922 2283</p>	<p>Mr. Mark Frampton Rue Aigue Marine Bat A2 rue de la Dorsale 97200 Fort de France Martinique Tel: 011 86 10 65 32 65 20</p>	

876 383 8451 (mobile)	
Mr. Felix Cherdieu D'Alexis Honorary Consul 21 Rue Gambetta 97110 Pointe-a-Pitre Guadeloupe Tel/Fax: 011 590 590 82 01 57	Mr. Rama kant Shukla Honorary Consul 283 Gulmohar Enclave New Delhi - 110-049 India Tel: 011 91 11 688 25 95 Fax: 011 91 11 26 86 25 95

#### **APPENDIX IV**

#### **LIST OF DOMINICAN ASSOCIATIONS OVERSEAS** **STATE OF FLORIDA**

##### ***TAMPA BAY DOMINICA ORGANIZATION***

Acting President: **Ms. Phoebe Williams**

4006 East Regnas Avenue  
Tampa, Florida 33617  
Telephone: (813) 988-0885

##### ***DOMINICA MULTI-PURPOSE ORGANIZATION INC.***

President: **Nigel Francis**  
10613 NW 10<sup>th</sup> Street  
Pembroke Pines  
Florida 33026  
Tel: 954 450 0338 H  
954 588 8095 W

Public Relations Officer:  
**Ms. Jo-Ann Cajuste**  
Tel: 954-717-9189  
888-426-1580 W  
954 717 9189 F

**DOMINICANS OF SOUTH FLORIDA**

President: Jerome Burke  
777 N.W. 155 Lane, Apt. 603  
Miami, Florida 33169

**STATE OF ILLINOIS**

-  
***DOMINICA ASSOCIATION OF MIDWESTERN USA (DAMUSA)***

PRESIDENT: Mr. Peter St. Jean  
P.O. Box 378356  
Jackson Park Station  
Chicago IL, 60637-9998

**STATE OF MASSACHUSETTS:**

***BAYSTATE DOMINICA ASSOCIATION***

P O Box 260288  
Mattapan, MA 02126 Telephone: 617-296-9626

**Public Relations Officer:**

Dr. Henry J. Johnson, P.O. Box 260288, Mattapan, MA. 02126

President        Ms. Rosette Rabess  
Recording Secretary   Ms. Pauline Coulter  
Treasurer        Ms. Grace Peltier  
Financial Secretary   Ms. Joanne King  
Chaplain         Mr. Ignus Thomas

-  
***SISSEROU SOCIAL CLUB - BOSTON***

President:    Mr. Edmund Tavernier  
27 Webster Street  
Randolph, MA 02368

Tel:(781)-961-1071

***THE CARIBBEAN FOUNDATION OF BOSTON INC.***

317 Blue Hill Avenue  
Dorchester MA 02121

**STATE OF NEW JERSEY**

***DOMINICA EMERALD ORGANIZATION OF NEW JERSEY***

-  
President: Mrs. Ann Timothy  
38 Hartgrove Terrace  
Irvington  
New Jersey, 07111

PRO - Mrs. Angela Sylvester

Secretary -Brenda Lee Augustine  
P.O. Box 116  
Hilsdale, New Jersey 07642  
Tel: 1-973-375-8249

***DOMINICA SISSEROU INTERNATIONAL GROUP***

President: Mr. Algernon Hill  
Treasurer: Mr. Allan Browne  
Secretary: Ms. Melva George

Dominica Sisserou International Group  
P O Box 611  
Maplecrest Station  
Maplewood, NJ 07040

**STATE OF NEW YORK:**

***DOMINICA PATRIOTS***

President: **Mr. Edward White**

119-46 223<sup>rd</sup> Street

Cambria Height

LI., New York 11411, Tel: (718) 978-8965

***DOMINICA AMERICAN RELIEF & DEVELOPMENT ASSOCIATION INC. (DARDA)***

President: Mrs. Lorna Phillip

2317 Hoffman Avenue

Elmont, New York, 11003

Vice-President: Mrs. Caryl Bowen

972 Adee Avenue

Bronx, NY 10469

***FIVE SEASONS SOCIAL CLUB***

-  
President: Mr. Bevin Dorsett

90-02 Vanderveer Street

Queens Village, NY 11428

Tel. 718) 776-2579

Vice President Mrs. Lorna George

777 Midwood Street

Uniondale

LONG ISLAND, NY 11553

Tel:(516)485-7673

-

***COMMONWEALTH OF DOMINICA IMPROVEMENT ASSOCIATION (CODIA)***

President: Mr. Desmond Stevens  
4351 Matilda Avenue  
Bronx  
New York, 10469

Telephone: (718)654-6690 or 718-654-9891

***MOKA***

**MR. MAURISON THOMAS & MRS. KATHY THOMAS**

120-19 234<sup>th</sup> Street  
Cambria Heights, New York, 11411,  
Telephone: (718)479-2218 (H)  
(516)745-8127 (W)

***THE CARIBBEAN RELIEF AND SCHOLARSHIP FUND***

Contact person: **Ms. Bernadette A. Lawrence**

Director  
86 Thayer Street, Suite 1J  
New York, New York, 10040  
Telephone: (212)942-8198  
Fax: (212)294-4700

***COLIHAUT IN FOCUS***

Vice-President: **Ms. Ingrid Toussaint**

3330 Colden Avenue  
Bronx, New York 10467

***DOMINICA NEW YORK ORGANIZATION***

President: **Mr. Carlton Hazel**  
1530 Sheridan Avenue, Apt. 6G  
Bronx, New York 10457



Telephone: (718) 731-1613

***DOMINICA ACADEMY OF ARTS AND SCIENCES (DAAS)***

President: **Dr. Clayton Shillingford**

1522 Braden Avenue

Wilmington DE 19808

Email: [President@daacadmy.org](mailto:President@daacadmy.org)

Web: <http://www.da-academy.org>

***SENSAY.COM***

President: **Mr. Earl Lawrence**

90-03 179 Street

Jamaica, New York 11432

***ESCAPE LOUNGE***

President: Mr. Jemmot Joseph

1687 Watson Avenue

Bronx, NY 10472

***EXODUS***

President: Mr. Paul Phillip

461 Riverdale Avenue, #7H

Yonkers, NY 10705

***DOMINICA ASSOCIATION OF SEVENTH DAY ADVENTISTS IN THE UNITED STATES***

President: **Ms. Beryl Williams**

P O Box 289

East Norwich, NY 11749

Tel: 646-289-9943

Fax: 646-289-9942

**STATE OF TEXAS**

***DOMINICA HOUSTON ASSOCIATION***

**President: Mr. Moses Raphael**

Dominica Houston Association, Inc.  
8449 W. Bellfort, Suite 136  
Houston, TX 77071.

**UNITED KINGDOM**

***DUKA (Dominica UK Association)***

C/o NACR CENTRE  
627-633 Barking Road  
Plaistow  
London  
E13 9EZ  
Tel: +44 (0)20 8925 2025  
Fax: +44 (0)20 8925 2025  
Mob: +44 (0)771 289 4518

**DOMINICA OVERSEA NATIONALS ASSOCIATION (DONA)**

11 Nemoure Road Acton London W3,  
Tel: +44 020 8992 0142  
Email: donaassoc@hotmail.com

**Commonwealth of Dominica Ontario Association**

648-A Yonge Street, Suite #6, Toronto, Ontario, M4Y 2A6,  
Tel: 905.433.0916; Fax: 905.433.1696.  
President: Tel: (416) 578-6649

**DIVISION OF AGRICULTURE**

Tel. 1-809-44-82401 ext. (3414, 3411, 3412, 3420)  
Botanical Gardens  
Roseau  
Commonwealth of Dominica

**APPLICATION FOR IMPORT PERMIT**

*Under the Plant Protection Act No. 10 of 1986, of the Commonwealth of Dominica, a permit is required for the importation of any planting material, fruits, vegetables, plant products, plant pests, soil or any other non-plant articles (herein-after referred to as "restricted articles").*

Application for a permit to import planting materials, fruits and/or vegetables into the Commonwealth of Dominica.

Name & Address of Importer: .....

.....

Country of Origin of Produce .....

**LIST OF PRODUCE FOR ENTRY**

COMMON NAME	QUANTITY		COMMON NAME	QUANTITY	
	NUMBER	WEIGHT		NUMBER	WEIGHT

Exact location in Dominica where the material will be grown or utilized .....

Mode of Transport: ..... Port of Entry: .....

Approximate Date of Arrival of shipment: .....

1. The fruits, vegetables and/or planting material **must** be free from soil.
2. The fruits, vegetables and/or planting material **must** be accompanied by a phytosanitary certificate from the country of origin. (The phytosanitary certificates **must** be issued by a recognized institution such as a Dept. of Agriculture).
3. The fruits, vegetables and/or planting material must be inspected by Quarantine Officials.
4. Other conditions: .....

Signature: ..... Date: .....

