



High Commission for the Republic of Trinidad and Tobago  
200 First Avenue, Ottawa, ON, K1S 2G6  
(T): 613 232 2418; (F):613 232 4349;  
[hcottawa@foreign.gov.tt](mailto:hcottawa@foreign.gov.tt)

## **INSTRUCTIONS : APPLICATION FOR A MARRIAGE CERTIFICATE**

### **APPLICATION CHECKLIST – IN PERSON**

- Completed **Application Form**. (see below)
- Completed **Letter of Authorization** giving the High Commission permission to apply for the Marriage Certificate. This must be printed on letter size paper (8 ½” x 11”) and must include your name, address, contact number and the number of the identification document submitted. (*see below for template*)
- Original and one (1) notarized colored copy of one (1) piece of valid Government issued identification with a photo. *The High Commission accepts valid Canadian and/or Trinidad and Tobago issued Passports; Driver’s Licenses; National/ Provincial identification cards ONLY. N.B. Canadian Health Cards are NOT accepted as valid identification*
- Original and one (1) notarized colored copy of a change of name document / affidavit, if your name differs from the provided Government issued identification.
- Original and one (1) notarized colored copy of a previous marriage certificate (if available). Providing a copy usually speeds up the application process.
- Payment of the associated fees. Please note that the High Commission accepts payment by Money Order ONLY, payable to the **“T&T High Commission”**.

**FEES (in Canadian dollars)**                      \$8.00 per copy

### **APPLICATION CHECKLIST - BY MAIL IN**

- All of the above, however you must notarize the letter of authorization and ARE NOT required to submit the original copies of supporting documents.

### **COLLECTION OF CERTIFICATE**

- Only the applicant or an appointed representative can collect the requested Certificate(s). If using a representative, said person **MUST** present a valid form of Government issued identification and a notarized letter from the applicant advising that they are the applicant’s authorized representative.
- Applicants opting for mail services must submit at the time of their application, **a PREPAID self-addressed envelope, Minimum Size 8 ½” x 11”** to have the requested document sent via courier. Please consult with a courier service for the relevant costs.



**HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO**

200 First Avenue, Ottawa, Ontario K1S 2G6

Tel: 613.232.2418 Fax: 613.232.4349

E-mail: [hcottawa@foreign.gov.tt](mailto:hcottawa@foreign.gov.tt)

**APPLICATION FOR MARRIAGE CERTIFICATE**

**Application Form (All information must be written in capital letters)**

<b>PART I – Applicant Information (to be completed by the person requesting the marriage certificate)</b>	
First Name	Surname
Maiden Name ( if applicable)	
Current Address	
Telephone Numbers:	
Home:	Work: Cell:
<b>Identification:</b>	
Passport Number _____	Place of Issue _____
Date of Issue _____	Date of Expiry _____
<b>Other Valid Photo Identification</b>	
ID Number _____	Place of Issue _____
Date of Issue _____	Date of Expiry _____
<b>PART II – Marriage Certificate information</b>	
Names of Parties (at time of marriage)	
NAME OF BRIDE ..... Date of Birth (dd/mm/yy):.....	
NAME OF GROOM ..... Date of Birth (dd/mm/yy):.....	
Date of Marriage	Place of Marriage
Type of Ceremony	
<input type="checkbox"/> Civil <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> In Extremis	

.....  
Date of Application

.....  
Signature of Applicant

(By signing this application you certifying that you are legally entitled to, or authorized to apply for the certificate)



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**LETTER OF AUTHORIZATION**  
**FOR THE HIGH COMMISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
**TO REQUEST A MARRIAGE CERTIFICATE**

To : Registrar General, Trinidad and Tobago, W.I.  
From : .....  
Address : .....  
City : ..... Province: .....  
Postal Code : .....  
Telephone : .....  
Email Address: .....

I,....., hereby authorize the High Commission for the Republic of Trinidad and Tobago, Ottawa, Canada, to request on my behalf, a Marriage Certificate issued by the Registrar General's Department, Ministry of Legal Affairs, Republic of Trinidad and Tobago.

Sincerely,

.....  
Signature of Applicant

.....  
Date