



**Consulate General of the Republic of Trinidad and Tobago**  
125 Maiden Lane, 4<sup>th</sup> Floor, New York, NY 10038, U.S.A.  
Tel.: (212)682-7272 • Fax: (212)232-0368 • e-mail: cgnyconsulateinfo@foreign.gov.tt •  
Website: <https://foreign.gov.tt/cgnewyork>

## **GUIDELINES FOR APPLYING FOR A CERTIFICATE OF CHARACTER BY MAIL**

- ❖ **ALL APPLICATIONS FOR CERTIFICATE OF CHARACTER WILL NOW BE DONE BY MAIL**
- ❖ **THERE WILL NO LONGER WALK-INS FOR CERTIFICATE OF CHARACTER**

### **GENERAL GUIDELINES**

1. A Certificate of Character is an official document issued by the Trinidad and Tobago Police Service that indicates whether or not a person has a record of criminal conviction(s) in Trinidad and Tobago.
2. Persons who previously lived in Trinidad and Tobago and are now domiciled in the United States, can obtain a Certificate of Character through the Consulate General, New York by applying via the mail.
3. The fees are in the form of two (2) Money Orders made to the following: -
  - a. International Money Order for US\$8.50 payable to “Snr. Superintendent C.I.D. and C.R.O.” towards the cost of the Certificate of Character. This is forwarded with the application form to Trinidad.
  - b. US Money Order for US\$5.00 payable to “Consulate General of Trinidad and Tobago” which represents the service charge fee.
4. An Apostille can be requested on the certificate at no additional cost at the time of submission of the application

**The following MUST be submitted:**

1. Completed Application Form which can be downloaded from the Consulate website (foreign.gov.tt/cgnewyork). The address requested on the Application Form must be your current US address
2. Completed Fingerprint Card:
  - a. Applicants **MUST** have their fingerprints recorded and certified by an authorized officer at any major Police Department i.e. your city's Police Headquarters or ONEPOLICE PLAZA in Manhattan (Regular precincts do not normally provide this service). **Prints are taken on a FBI card** and must bear the **authorized agency's seal**.
3. One (1) CLEAR COLOURED copy of a valid photo identification (ID) issued by the Republic of Trinidad and Tobago or the United States of America (e.g. passport, driver license or National ID card). **DO NOT MAIL ORIGINAL FORMS OF ID** only photocopies
4. **International Money Order** (US\$8.50 payable to Snr. Supt.C.I.D. and C.R.O).
5. **US Money Order** (US\$5.00 payable to Consulate General of Trinidad and Tobago).
6. Ensure application form and photocopy of the ID are notarized.
7. Mail a PREPAID USPS Express Mail/Priority Mail/UPS/ or FedEx envelope.
8. **RETURN MAILING OPTIONS (Choose one)**  
Fees are paid by **MONEY ORDER ONLY** and made payable to "Consulate General of Trinidad and Tobago". Individual money orders must be made for each application.
  - (i) **Postage via FedEx -**  

Shipping - <b>Thirty Dollars</b>	<b>(\$30.00)</b>
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  - (ii) Mail a **PREPAID RETURN** Envelope and select the "**ENSURE SIGNATURE UPON DELIVERY**" option.
9. Applicants **MUST** include in their application a contact number and email address

**APPLICATION PROCESS**

- On receipt of the completed application and fees, it is forwarded to Trinidad and Tobago for processing. This process takes approximately four (4) to six (6) weeks.
- Applicants are encouraged to check on the status of the application with the Consulate General via the following:-
  - By contacting the officer at 212-682-7272 x 1104
  - sending an email to [cgnycertificates@foreign.gov.tt](mailto:cgnycertificates@foreign.gov.tt)
- Upon receipt of the Certificate of Character, the applicant will be notified by telephone and/or emailed
- The completed COC be mailed to the applicant.



App. No: \_\_\_\_\_

**TRINIDAD AND TOBAGO POLICE SERVICE CRIMINAL RECORDS OFFICE  
APPLICATION FOR CERTIFICATE OF CHARACTER**

Name (in block letters) ..... Date .....

Address .....

Age ..... Occupation .....

Purpose for which Certificate is required .....

Passport /National ID/ /Driver's Permit (**VALID**) .....

**FEES:** (1) International Money Order **US\$8.50**  
(payable to: **Snr. Superintendent C.I.D. & C.R.O.**) Signature: .....

(2) Money Order Only **US\$5.00**  
(payable to the **Trinidad and Tobago Consulate General, New York**)

**FOR OFFICIAL USE**

Date fingerprint taken ..... By whom .....

Signature .....

Classified by ..... Date .....

Checked by ..... Signature .....

Result of Check ..... Date .....

Senior Supt., Special Branch Please report accordingly

Date .....Signature .....  
(*Snr. Supt., C.I.D. & C.R.O.*)

Snr. Supt., C.I.D. & C.R.O.

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Date ..... Signature .....  
*Snr., Supt., Special Branch*

City Clerk (Prepared Certificate) Signature .....  
*(Snr.Supt., C.I.D. & C.R.O.)*

**FILE:**

Date Issued ..... Certificate No ..... C.R.No. ....

Signature ..... (*Snr. Supt., C.I.D. & C.R.O.*)