



**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 DEATH CERTIFICATE BY MAIL**

### **A. GENERAL GUIDELINES**

1. A death certificate can **only** be provided for persons who died in Trinidad and Tobago.
2. This document is issued by the Registrar General's Department, Ministry of Legal Affairs in Port-of-Spain, Trinidad and Tobago.
3. **ALL** fees are to be paid by **Money Order only** and made payable to "**Consulate General of Trinidad and Tobago**" (No Checks or Cash accepted).
4. The cost for obtaining a death certificate through this Consulate General is \$11.00 (\$6.00 for the certificate and \$5.00 for the service charge).  
For example:
  - a. One Certificate costs \$11 (\$6 certificate fee + \$5 service fee)
  - b. Two Certificates costs \$17 (\$12 certificate fee + \$5 service fee)
5. The certificate(s) **MUST** be collected from the Consulate General within three (3) years from the date of application. After three (3) years the certificate(s) will be destroyed.
6. Kindly ensure that the application is complete.

The following **will** cause delays in processing the application:-

- *NO SIGNATURE ON FORMS*
  - *INCORRECT INFORMATION ON THE FORM*
  - *PHOTOCOPIES ARE NOT CLEAR*
  - *MAILED IN APPLICATIONS ARE NOT NOTARIZED*
  - *HANDWRITING IS DIFFICULT TO READ*
  - *NO PHOTO ID IS PROVIDED*
  - *PHOTO ID IS EXPIRED OR UNUSABLE*
  - *INCORRECT FEES SUBMITTED*
7. An Apostille can be requested on the certificate at no additional cost, **at the time of submission of the application.**

## **B. DOCUMENTS REQUIRED TO APPLY FOR A DEATH CERTIFICATE BY MAIL**

1. Two (2) completed Application Forms (must be notarized).
2. Two (2) notarized copies of a **VALID** photo identification (ID),  
(*Example: Driver's License, State Identification Card, Alien Registration Card, Passport or Certificate of Citizenship from Trinidad and Tobago or US*).
3. Two (2) copies of the previous death certificate (if available)
4. Money order for fees (see **A3 and A4** above).
5. If you want the certificate(s) mailed to you, include postage fees or a prepaid envelope (see **Section E**).

## **C. APPLICATION PROCESS**

1. On receipt of the completed application and fees the certificate is ordered through the Registrar General's Department online system.
2. The death record is checked for errors, printed in Trinidad and mailed to the Consulate General in New York. This process takes **approximately** six (6) to eight (8) weeks.
3. Applicants are also **encouraged** to check on the status with the Consulate General via the following:-
  - by contacting the officers at 212-682-7272 **EXT** 1106 or 1147
  - by sending an email to [cgnycertificates@foreign.gov.tt](mailto:cgnycertificates@foreign.gov.tt).

## **D. RETURN MAILING OPTIONS (Select **ONLY** 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: Thirty Dollars (\$30.00)**

**OR**

**(ii) Mail a PREPAID RETURN Envelope and select the “ENSURE SIGNATURE UPON DELIVERY” option.**



Web# \_\_\_\_\_

Date \_\_\_\_\_

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**APPLICATION FOR DEATH CERTIFICATE**

**SECTION A – APPLICANT INFORMATION**

First Name : \_\_\_\_\_ Last Name: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : (Home) \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail : \_\_\_\_\_

Valid I.D. : \_\_\_\_\_  
(Type, number, place of issue, expiration date)

**SECTION B - DETAILS OF DEATH**

Apostille Stamp: Yes  No

Name of Deceased: \_\_\_\_\_

Date of Death: (DD/MM/YYYY) \_\_\_\_\_

Place of Death: (CITY/TOWN) \_\_\_\_\_

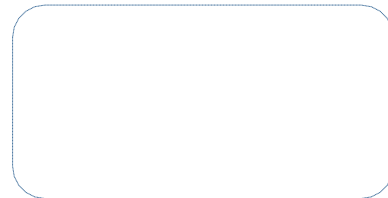
Relationship to Deceased: \_\_\_\_\_

**SECTION C - AUTHORISATION**

I, \_\_\_\_\_ (name), hereby authorize the Consulate General in New York to obtain a death certificate for the above person, on my behalf.

**FOR OFFICIAL USE**

FEE: \$	_____
RECEIPT NO:	_____
DATE:	_____



\_\_\_\_\_  
SIGNATURE & STAMP OF NOTARY PUBLIC

**NB: This document must be NOTARIZED.**