

INSTRUCTIONS FOR LETTER OF AUTHORIZATION

PAID COMPUTERIZED BIRTH CERTIFICATE

(Please Read Carefully)

1. Submit completed Letter of Authorization for the Paid Computerized Birth Certificate.
2. Submit one (1) notarized copy of a VALID form of photo identification (eg. Bio-data page of Passport *or* Permanent Resident Card *or* Driver License *or* ID Card).
3. Submit copy of Birth Certificate *(if available)* and one (1) additional copy.
In the absence of the Birth Certificate -Notarized copies of any two (2) forms of VALID identification as listed above, must be submitted.
(Any Affidavit, Deed Poll or Name Change Document must also be submitted, if applicable).
4. For **WOMEN ONLY** (Married/Divorced/Separated/Widowed) -Submit one (1) copy of Marriage Certificate for each marriage and one (1) copy of Divorce Decree for each divorce *(if applicable)*.

FEES (One Money Order per Applicant)

Diplomatic Fee – US\$2.00

Birth Certificate Fee – US\$6.00

Postage Fee *(Subject to change without notice)* – Applicants who reside within Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Texas:- US\$25.00

Applicants who reside outside of the above listed States:- US\$35.00

NOTE: The Diplomatic Fee, Birth Certificate Fee and Postage Fee may be combined into one (1) Money Order made payable to:- **Consulate General of Trinidad and Tobago** *(Do not abbreviate)*

Mail your application form, supporting documents and fees to:-

**CONSULAR SECTION
Trinidad and Tobago Consulate General
1000 Brickell Avenue, Suite 800
Miami, FL 33131**

Attn: Birth Certificates

APPROXIMATE TIME FOR RECEIPT OF BIRTH CERTIFICATES IS 8-10 WEEKS



Consulate General of the Republic of Trinidad and Tobago

Tel: (305) 374-2199
Fax: (305) 374-3199
Email: Consulatemiami@foreign.gov.tt

1000 Brickell Avenue
Suite 800
Miami, FL 33131

LETTER OF AUTHORIZATION

TO: Registrar General's Department, Ministry of The Attorney General and Legal Affairs, Port of Spain, Trinidad and Tobago.

Dear Sir/Madam,

This letter serves to authorize the Trinidad and Tobago Consulate General in Miami to request on my behalf, a **PAID** copy of the Computerized Birth Certificate.

Particulars of the Applicant are as follows:-

NAME.....

DATE OF BIRTH.....
(DATE) (MONTH) (YEAR)

PLACE OF BIRTH.....
(DISTRICT/COUNTY)

FATHER'S NAME.....

MOTHER'S FULL MAIDEN NAME.....

MY ADDRESS AND TELEPHONE CONTACT IN THE UNITED STATES OF AMERICA ARE:

STREET

CITY.....

STATE.....

ZIP CODE.....

TELEPHONE (.....).....

.....
SIGNATURE OF APPLICANT

.....
DATE