



## **CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD AND TOBAGO**

185 Sheppard Avenue West, Toronto, Ontario, M2N 1M9

Tel: (416) 495-9443 Fax: (416) 495-6934, Email: [congentoronto@foreign.gov.tt](mailto:congentoronto@foreign.gov.tt)

### **INSTRUCTIONS FOR APPLICATION FOR ELECTRONIC BIRTH CERTIFICATE**

An application for an Electronic Birth Certificate **MUST** be accompanied by the following:-

1. Completed application form which includes letter of authorization
2. One (1) coloured copy of **all** documents listed below where applicable:-
  - a. Handwritten Birth Certificate or electronic birth certificate and supporting affidavit where necessary
  - b. A valid Government Photo ID (Trinidad and Tobago or Canadian)
  - c. Marriage certificate (married women only)
  - d. Change of name document where necessary

#### **Fees**

The processing cost of obtaining the first issue of the electronic birth certificate is CDN\$15.00. **All** fees are to be paid by money order only, payable to the “**Consulate General of Trinidad and Tobago**”. (Please note that the Consulate does not accept cash).

#### **Additional Copies of Electronic Birth Certificate**

The cost of obtaining an additional issue(s) of the electronic birth certificate is **CDN\$5.00** per additional copy. This fee is added on to the processing fee of **CDN\$15.00** above.

#### **Lost Electronic Birth Certificate**

The cost of replacing a lost electronic birth certificate is **CDN\$5.00** per copy plus the processing fee of **CDN\$15.00**. (**Payable by money order only**).

The electronic birth certificate will be delivered via **FedEX** to the address provided in the application.



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**APPLICATION FOR ELECTRONIC BIRTH CERTIFICATE**

**SECTION A-APPLICANT'S DETAILS**

Applicant's Name : .....  
Date of Birth : .....  
Place of Birth : .....  
Father's Name : .....  
Mother's Name : .....  
Mother's Maiden Surname : .....

**SECTION B-APPLICANT'S CONTACT INFORMATION**

Address:..... Apt. Number.....  
City: ..... Province: ..... Postal Code: .....  
E-mail: .....  
Telephone: Home: ..... Work: .....Cell: .....

**VALID GOVERNMENT PHOTO ID**

Driver's Permit Number: ..... Date of Issue: ..... Expiry Date: .....  
Passport Number: ..... Date of Issue: ..... Expiry Date: .....  
Other: ..... ID#: ..... Date of Issue: ..... Expiry Date: .....

.....  
**Applicant's signature**

.....  
**Date**



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**LETTER OF AUTHORISATION**  
**FOR THE CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
**TO REQUEST AN ELECTRONIC BIRTH CERTIFICATE**

To : Registrar General, Trinidad and Tobago, W.I.

From : .....

Address : .....

City : ..... Province : .....

Postal Code : .....

I,....., hereby authorise the Consulate General of the Republic of Trinidad and Tobago in Toronto to request, on my behalf, an electronic birth certificate issued by the Ministry of Legal Affairs, Port-of-Spain.

Sincerely,

.....  
Signature of Applicant

.....  
Date