



**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: congencanada@foreign.gov.tt

**INSTRUCTIONS FOR APPLICATION FOR
POLICE CERTIFICATE OF CHARACTER**

The Trinidad and Tobago Police Service (TTPS) invites applicants to apply directly for Certificates of Character by sending the application directly to the TTPS or to a designated representative who will submit the application in person to the TTPS on the applicant's behalf.

**A) APPLYING TO THE TRINIDAD AND TOBAGO POLICE SERVICE THROUGH A
DESIGNATED REPRESENTATIVE (FRIEND/RELATIVE) IN TRINIDAD AND
TOBAGO**

Please see the steps below:

- 1) Make an appointment for fingerprinting at an **accredited fingerprinting agency** or a **Commissionaires Office**. **Only ink and roll prints (not digital) of all fingers (right hand and left hand) are acceptable**. An accredited ink and roll fingerprinting office located close to the Consulate General is Goodwin Fingerprinting. Appointments are made by calling (416) 886-8880. It may be deemed practical to do your fingerprinting at Goodwin and have your appointment at the Consulate General immediately after. An appointment at the Consulate General is required.
- 2) Make an appointment to visit the Consulate by calling 416-495-9442 ext. 231 or 235. At this appointment, we will certify your fingerprints and your passport biodata page. You will be assisted with a letter of authorization, which will also be certified at our office. The fee for these services amount to **CA\$30.00** per application, which can be paid in cash **or** bank draft made payable to "Consulate General of Trinidad and Tobago". The Consulate will also provide you with an acknowledgement letter for your prospective employer or Canadian Immigration if you require it.
- 3) Send your application (authorization letter, fingerprints and certified passport biodata page) to your authorized representative. It is strongly recommended that you utilize the services of a reputable courier service to do so. We recommend FedEx or DHL.
- 4) Your authorized representative will receive your application and lodge it at the nearest police station. Your representative will also be required to pay a TT\$50.00 processing fee. The receipt should be kept in a safe place until the Certificate of Character is collected.
- 5) Your representative should return to the police station to collect the Certificate of Character after fifteen (15) working days. If your representative would wish to follow-up before that timeframe elapses, he/she should contact +1 868 627 5217 ext. 12891 or cid-front@tpps.gov.tt
- 6) Once your representative has collected the Certificate of Character, arrangements should be made to return the original document to you, if you require the original. It should be noted that, in the case of Canadian immigration, your authorized representative may simply scan and email you a copy of your Certificate of Character in PDF format, which is to be uploaded on the online portal. If your Certificate of Character is required for another reason, such as

employment or US immigration, you may require an original and you should make arrangements with your representative to send the Certificate of Character back to you, preferably by courier service.

B) APPLYING DIRECTLY TO THE TRINIDAD AND TOBAGO POLICE SERVICE

Please see the steps below:

- 1) Make an appointment for fingerprinting at an **accredited fingerprinting agency** or a **Commissionaires Office**. **Only ink and roll prints (not digital) of all fingers (right hand and left hand) are acceptable**. An accredited ink and roll fingerprinting office located close to the Consulate General is Goodwin Fingerprinting. Appointments are made by calling (416) 886-8880. It may be deemed practical to do your fingerprinting at Goodwin and have your appointment at the Consulate General immediately after. An appointment at the Consulate General is required.
- 2) Visit your bank, Canada Post or Western Union to obtain a Money Order in the amount **CDN\$10.00** made payable to the **“Senior Superintendent CID/CRO”**.
- 3) Make an appointment to visit the Consulate by calling 416-495-9442 ext. 260, 231 or 235. At this appointment, we will certify your fingerprints and your passport biodata page. You will be assisted with a letter of authorization, which will also be certified at our office. The fee for these services amount to **CA\$30.00** per application, which can be paid in cash **or** bank draft made payable to “Consulate General of Trinidad and Tobago”. The Consulate will also provide you with an acknowledgement letter for your prospective employer or Canadian Immigration if you require it.
- 4) After your appointment at the Consulate, you should visit a reputable courier service to arrange a pre-paid self-addressed label/envelope for a weight of one pound (minimum weight for most courier companies). You should place this self-addressed label, your fingerprints, certified passport biodata page, money order and covering letter inside an envelope and send via courier to:

**Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Police Headquarters
Corner St. Vincent and Sackville Streets
Port of Spain
Trinidad, West Indies**

- 5) Track your package and when fifteen (15) working days have elapsed, make contact with the TTPS for a status update (+1 868 627 5217 ext. 12891 or cid-front@ttps.gov.tt). Ordinarily at this point, the TTPS should be preparing your Certificate of Character for dispatch to you via the pre-paid self-addressed envelope/label that you provided in your application package.

Contact

Should further clarification on the procedure for applying for Police Certificate of Character be required, kindly contact the Consulate via email (congentoronto@foreign.gov.tt) or via telephone (416) 495-9443 ext. **231 or 235**.