



Due Date:

____/____/____

**MINISTRY OF FOREIGN AND CARICOM AFFAIRS
REPUBLIC OF TRINIDAD AND TOBAGO**

2 Prada Street, St. Clair
Newtown 190325
Port of Spain

Tel: 623-6894 Ext. 2031/2372
Fax: 624-8837
Email-Mail: consular@foreign.gov.tt

AUTHORISATION LETTER FOR COLLECTION OF DOCUMENTS

I,, am unable to collect:

- | | |
|-----------------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Birth/Marriage/Death Certificate | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Company Documents | <input type="checkbox"/> Translations |
| <input type="checkbox"/> School Certificates/ Letters/ Transcripts | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Legal Documents (Statutory Declaration/Power of Attorney etc.) | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Other _____ | |

The said document(s) was/were delivered at the Ministry of Foreign and CARICOM Affairs on the day of, 20..... and I hereby authorise Mr/Mrs/Ms holder of I.D.#..... or D.P.#..... or P.P.#..... to collect the document(s) on my behalf.

Your kind co-operation is appreciated.

Date..... Signature.....

PLEASE NOTE:

- A valid copy of **PICTURE IDENTIFICATION** is required when collecting document/s
- The hours of collection are as follows:

Friday – 10.00am – 2.00pm

IF YOU MISS YOUR APPOINTMENT DATE, THE HOURS OF COLLECTION REMAIN THE SAME.