



## HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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### GUIDELINES FOR REPATRIATING CREMATED REMAINS TO TRINIDAD AND TOBAGO

#### A. Procedure

1. The funeral home representative/ family member should submit the documents listed at B below to the High Commission by mail or in person. E-mail a scan of the documents for review to [hclondonconsular@foreign.gov.tt](mailto:hclondonconsular@foreign.gov.tt) prior to final submission to ensure the documents are appropriate.
2. If submitting the final documents in person, e-mail or telephone the High Commission to make an appointment to do so. Documents will be processed on the same day and returned.
3. Documents should be submitted at least 3 weeks prior to travel to Trinidad and Tobago.
4. The funeral home/ family member should not confirm flight arrangements until they receive an approval from the High Commission. All repatriations require the approval of the Ministry of Health, the Ministry of National Security and the Customs and Excise Division before the cremated remains could arrive in Trinidad and Tobago.
5. Once the all the documents are received by the High Commission it takes 3 to 7 working days to process. This time could vary if there are extenuating circumstances. The High Commission will e-mail the funeral home/ family member to inform approval has been granted.
6. Questions/clarification should be directed to [hclondonconsular@foreign.gov.tt](mailto:hclondonconsular@foreign.gov.tt) .

#### B. Documents required for sending (repatriating) cremated remains (ashes of the deceased) to Trinidad and Tobago

1. Original passport (Trinidad and Tobago or UK passport is acceptable. If not available, the original birth certificate of the deceased and supporting affidavit, if applicable, must be submitted.)
2. Original death certificate
3. Original Certificate of Cremation
4. Original letter from the Funeral Home confirming that the urn contains only cremated remains of the deceased.
5. Copy of tentative flight itinerary
6. Contact details of person accompanying the cremated remains if applicable
7. A Postal Order for £10.00 made payable to the "High Commission for the Trinidad and Tobago". If submitting the documents in person, payment can be made by cash, please provide exact cash.
8. Photocopy of the Funeral Director's license
9. Include a pre-paid Royal Mail/ FedEx/ DHL/ UPS label for the return of the documents if not collecting them in person.