



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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OBTAINING A BIRTH CERTIFICATE FROM TRINIDAD AND TOBAGO

Order the birth certificate online from the Registrar General Department (RGD), Ministry of Legal Affairs of the Republic of Trinidad and Tobago via the following link:

<https://rgd.legalaffairs.gov.tt/ttAFSCClient/type> .

The applicant will be asked to upload scans of supporting documents (2 forms of photo ID that can be issued in Trinidad and Tobago or foreign country and proof of address in the form of a utility bill) and pay via credit card (only VISA cards accepted).

Request an Apostille (authentication certificate on the birth certificate that is sometimes required for use in a foreign country), after you have ordered the certificate online by sending an e-mail to rgdcivilonline@gov.tt . Include the Web Order Reference number in the subject line.

Further assistance can be obtained by contacting the RDG via telephone at +868-223-2452 or email at rgdcommunications@gov.tt .

Other Guidelines

1. When ordering online, only enter the following information in the search box:
 - a. Given name (No Middle Names)
 - b. Date of Birth
 - c. Given name of mother (at time birth was Registered)
 - d. Current Surname of mother (at time birth was Registered)
 - e. Maiden surname of mother (at time birth was Registered)

* Kindly note that the spellings on the birth record may differ from what you enter and could result in no record being located. E-mail the RGD for assistance.

2. Persons who do not have any proof of address in their name, can also submit a utility bill ONLY (NO BANK/CREDIT CARD STATEMENTS) with an authorization letter, along with the person's whose name is on the bill and one valid ID to verify the signature on the authorization letter submitted.

3. If your previous birth certificate does not have a name in the Given Name section of the document, you should note the following:

- a. The certificate cannot be ordered until a name insertion is done. Name Insertions can only be done in Trinidad and Tobago. The applicant can visit

the RGD's offices in person or authorize someone to do this on their behalf. It should be noted that the documents needed for insertions must be original and notarized. Photocopies or scans of authorisations are not accepted. An original affidavit is also needed to show the names that the applicant is inserting on the birth record. Both IDs and affidavit should correspond regarding the name spelling. The forms needed for authorisations are attached.

- b. Names cannot be altered or added to birth records of deceased persons.
 - c. If there is no Given Name but you have a Baptismal Name on your birth record then email the RDG for further details.
 - d. Changes to birth records can only be done within one (1) year of registering the birth of a child. After twelve (12) months, a person will need an affidavit or deed poll as a supporting document for a name change.
4. You can only order your own birth certificate and that of your minor child/ren (under 18 years).
5. If you want to order the birth certificate of an adult that is alive (including your parents and adult children) you need to complete an authorization form and provide supporting documents (Authorization letter, 2 valid IDs from both the authorised agent and the birth certificate holder, along with proof of address (POA) from both parties. Proof of address can be in the form of a utility bill, bank / credit card statements and should not be older than 4 months).
6. You can order the birth certificate of your deceased parent/s without an authorization form.
7. The birth certificate will be mailed to the address the applicant indicates, even if it is outside of Trinidad and Tobago.