



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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OBTAINING A BIRTH CERTIFICATE FROM TRINIDAD AND TOBAGO

OPTION 1

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

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

The applicant will be asked to upload the supporting documents (2 forms of photo ID and proof of address in the form of a utility bill) and pay via credit card.

The birth certificate will be mailed to the address you indicate, even if it is outside of Trinidad and Tobago.

To obtain an Apostille (authentication certificate on the birth certificate that is sometimes required if the birth certificate is required for use in a foreign country) send an e-mail to rgdcivilonline@gov.tt to request same and include the Web Order Reference number in the subject line.

OPTION 2

You can apply for the birth certificate through this High Commission in London by mail only. Mail the below documents to the High Commission:

1. Complete application form. Download the form from the High Commission's website <http://foreign.gov.tt/hclondon>

Please ensure that every field of the form is filled in, the hand writing is clear and the form is signed and dated. Include your e-mail address on the bottom of the form.

2. Copy of one (1) valid photo ID (TT and foreign are acceptable)
3. If your previous birth certificate had an affidavit attached, submit a copy of that birth certificate and the affidavit.
4. Copy of document that shows a name change if the name on the birth certificate is different to the name on your current photo ID (e.g. marriage certificate, deed poll, court document, divorce decree, adoption certificate)

5. UK Postal Order for £15.00 made payable to HIGH COMMISSION FOR TRINIDAD AND TOBAGO for one (1) copy of the birth certificate and postage. If you reside outside the UK the fee is £20.00 and you would need to make arrangements with someone in the UK to make the payment on your behalf.

The fee breakdown is as follows: £3.00 birth certificate + £2.00 diplomatic service charge + £10.00 postage of the birth certificate in the UK (£15.00 if you reside outside of the UK).

If you require more than one copy of the birth certificate include £5.00 for each additional copy.

Once all the documents are received, it takes between 4 to 8 weeks for the High Commission to receive the birth certificate from the Registrar General Department in Trinidad and Tobago. You may be contacted if additional information is required. The certificate will be mailed to you when it is received.

Other Guidelines

1. If your previous birth certificate does not have a name in the Given Name section of the document you will not be able to order the birth certificate using the above options. Send an e-mail to the Consular and Student Services Unit at hclondonconsular@foreign.gov.tt to seek further advice.
2. You can only order your own birth certificate and that of your minor child/ren (under 18 years).
3. If you need to order the birth certificate of any other relative that is alive you need an authorization form to do so. Send an e-mail to the Consular and Student Services Unit at hclondonconsular@foreign.gov.tt to seek further advice.
4. You can order the birth certificate of your deceased parent/s without an authorization form.
5. Make sure your telephone number and e-mail are on the form so that you can be contacted should further information be required.