



## HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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### **GUIDELINES FOR REPATRIATING HUMAN REMAINS TO TRINIDAD AND TOBAGO**

#### **A. Procedure**

1. The funeral home representative 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. Funeral homes/ families 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 human remains could arrive in Trinidad and Tobago.
4. 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 to inform approval has been granted.
5. Questions/clarification should be directed to [hclondonconsular@foreign.gov.tt](mailto:hclondonconsular@foreign.gov.tt).

#### **B. Documents required for sending (repatriating) human remains (body of the deceased) to Trinidad and Tobago**

1. Original Passport of the deceased (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 letter of non-communicable disease issued by the medical practitioner
4. Original letter describing the embalming procedure, prepared by the funeral home.
5. 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.
6. Photocopy of the Funeral Director's license.
7. Name of contact, address, telephone number and e-mail address of the receiving funeral home in Trinidad and Tobago.
8. Include a pre-paid USPS/ FedEx/ UPS label for the return of the documents if not collecting them in person.

### **C. Guidelines for providing information to the High Commission**

1. The name on the passport and death certificate must be identical. If not, provide the name change document (e.g. marriage certificate, divorce document, court name change document).
2. The cause of death must be stated on the death certificate.
3. The letter describing the embalming must state that the coffin has been hermetically sealed.
4. Ensure that all relevant documents are signed, stamped and notarized as required.
5. The following situations require prior approval from Trinidad and Tobago in order that the Consulate General can certify the documents submitted.
  - a. Where the "Place of Birth" of the deceased is not Trinidad and Tobago, in which case the family is required to present adequate proof of a connection to Trinidad and Tobago that would explain the transportation of the remains to the country.
  - b. Where the cause of death is not stated on the death certificate.
  - c. Where the death is a result of a communicable disease.
  - d. Where the autopsy result is "inconclusive" but a non-communicable disease letter was provided.

These situations all affect the processing time to varying degrees depending on the particular circumstances of each case.