



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 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. Once all the documents are received by the High Commission, they are certified and transmitted to Trinidad and Tobago. It takes approximately 5 to 10 working days to obtain the approval. This time could vary depending on the circumstances of the death.
4. Flight arrangements should not be confirmed until the High Commission provides the approval by e-mail. All repatriations require the approval of the Ministry of Health, the Ministry of National Security and the Customs and Excise Division before the remains could arrive in Trinidad and Tobago.
5. Questions/clarification should be directed to 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
2. Original death certificate.
3. Original letter indicating remains is free from communicable disease
4. Original letter describing the embalming procedure
5. Funeral director statement indicating casket is hermetically sealed, tentative flight details,
6. Name of contact, address, telephone number and e-mail address of the receiving funeral home in Trinidad and Tobago and name and contact details for relative.
7. Additional documentation – See Part C
8. Fees payable by postal order made out to the “High Commission for the Trinidad and Tobago” or cash if submitting the documents in person payment (provide exact change). The fee is £10.00 per document that requires certification.
9. 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. If circumstances do not allow for this, processing may take longer.
3. The letter describing the embalming must state that the coffin has been sealed.
4. The following situations require prior approval from Trinidad and Tobago in order that the High Commission can certify the documents submitted.
 - a. Where the "Place of Birth" of the deceased is not Trinidad and Tobago or Trinidad and Tobago citizenship cannot be proved, the family is required to provide a letter explaining the connection of the deceased to Trinidad and Tobago and why they want the remains repatriated to Trinidad and Tobago.
 - 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 free from communicable disease letter was provided.

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