



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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OBTAINING A POLICE CERTIFICATE OF CHARACTER FROM THE TRINIDAD AND TOBAGO POLICE SERVICE (TTPS) IF RESIDING OUTSIDE OF TRINIDAD AND TOAGO

Documents required - Applicants are required to submit the following:

1. Bio Data (Finger Prints)
 - Visit the nearest police station to request fingerprints be done for you. A letter of introduction can be provided by the High Commission to facilitate same if required.
 - If the fingerprints are taken by a Private Fingerprint Service, then the finger print slip must be certified by an authorized Notary Public and the Notary Public's stamp affixed;
2. Copy of valid passport bio-data page;
3. Fee of fifty dollars Trinidad and Tobago currency (TT\$50.00).

If applying directly to the TTPS, provide an International Money Order made payable to 'Senior Superintendent of Police CID/CRP' for the equivalent of TT\$50.00 in the following currencies EUR, USD, CAD.

If you are in the UK, international money orders are no longer available. You will have to ask a friend or relative in Trinidad and Tobago to assist and that person can pay the fee in person.

4. Letter addressed to the Senior Superintendent of Police Criminal Investigations Department/ Criminal Records Office detailing the applicant's current address, address in Trinidad and Tobago and purpose for which the Police Certificate of Character is required (see sample letter). Ensure that you request an Apostille on the Certificate of Character if it is to be used outside of Trinidad and Tobago;
5. Pre-paid courier label for the return of the certificate if you submit the above documents directly to the TTPS.

Options for submitting application

1. The above-listed documents can be sent directly to the TTPS at the following address by courier:

Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Police Headquarters
Cor. St. Vincent and Sackville Streets
Port of Spain
Trinidad and Tobago

2. The applicant can send the documents to a friend or relative in Trinidad and Tobago along with an authorisation letter and have the person submit the application in person. The applicant should provide a notarised authorisation letter to the person in Trinidad and Tobago (see sample letter). The letter can be notarised at the High Commission in London or Notary Public in your area.

SAMPLE AUTHORISATION LETTER

[insert your current address]

[insert date]...

Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Police Headquarters
Cor. St. Vincent and Sackville Streets
Port of Spain
Trinidad and Tobago

Dear Sir/Madame,

RE: Application for a Police Certificate of Character

I, [insert your name and ID number], hereby authorises [insert name and ID number] to submit my application for a Police Certificate of Character, make the payment and collect same on my behalf.

Should you require additional information please contact me at [insert e-mail].

Yours sincerely,

.....[sign on this line]

SAMPLE LETTER

[insert your current address]

[insert date]

Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Police Headquarters
Cor. St. Vincent and Sackville Streets
Port of Spain
Trinidad and Tobago

Dear Sir/Madame,

RE: Application for a Police Certificate of Character

I would like to obtain a Police Certificate of Character.

I currently reside at [insert your current address in foreign country] but used to live/also live at [insert address in Trinidad and Tobago] from [insert approximate date lived in Trinidad and Tobago].

I require a Police Certificate of Character from Trinidad and Tobago for [insert purpose]. I would also like to request an Apostille on the Certificate of Character.

In this regard, please find attached the following documents:

1. Bio Data (Finger Prints)
2. Copy of valid passport bio-data page that is notarized
3. International Money Order for the equivalent of TT\$50.00
4. Return postage or return courier label for the return of the certificate to my address above

Should you require additional information please contact me at [insert e-mail].

Yours sincerely,

.....[sign on this line]