



High Commission for the Republic of Trinidad and Tobago
200 First Avenue, Ottawa, ON, K1S 2G6
(T): 613 232 2418; (F):613 232 4349;
hcottawa@foreign.gov.tt

INSTRUCTIONS : APPLICATION FOR AN ADOPTION CERTIFICATE

APPLICATION CHECKLIST – IN PERSON

- Completed **Application Form**. (see below)
- Completed **Letter of Authorization** giving the High Commission permission to apply for the Adoption Certificate. This must be printed on letter size paper (8 ½” x 11”) and must include your name, address, contact number and the number of the identification document submitted. (*see below for template*)
- Completed **Authorization to Request an Attachment for Adoption Certificate**. Applicable when the adoptee was NOT born in Trinidad and Tobago.
- Original and notarized copies of one (1) piece of valid Government issued identification with a photo. *The High Commission accepts valid Canadian and/or Trinidad and Tobago issued Passports; Driver’s Licenses; National/ Provincial identification cards ONLY.*
N.B. Canadian Health Cards are NOT accepted as valid identification
- Original and notarized copies of documentation where the applicant has undertaken a name change, for e.g. Marriage certificate (married women only), Deed Poll, Divorce Document, Court Name Change document, etc.
- Original and notarized copies of a previous adoption certificate (if available). Providing a copy usually speeds up the application process.
- Payment of the associated fees. Please note that the High Commission accepts payment by Money Order ONLY, payable to the “**T&T High Commission**”.

FEES (in Canadian dollars) \$8.00 per copy

APPLICATION CHECKLIST - BY MAIL IN

- All of the above, however you must notarize the authorization letter and ARE NOT required to submit the original copies of supporting documents.

COLLECTION OF CERTIFICATE

- Only the applicant or an appointed representative can collect the requested Certificate(s). If using a representative, said person MUST present a valid form of Government issued identification and a notarized letter from the applicant advising that they are the applicant’s authorized representative.
- Applicants opting for mail services must submit at the time of their application, **a PREPAID self-addressed envelope, Minimum Size 8 ½” x 11”** to have the requested document sent via courier. Please consult with a courier service for the relevant costs.



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

200 First Avenue, Ottawa, Ontario K1S 2G6

Tel: 613.232.2418 Fax: 613.232.4349

E-mail: hcottawa@foreign.gov.tt

APPLICATION FOR ADOPTION CERTIFICATE

SECTION A – APPLICANT’S DETAILS

Title Mr. Miss Mrs.

Surname _____

First name _____

Place of birth _____

Date of Birth _____

Date of Adoption Order _____

Name of Adopter (Parent/Guardian) _____

Name of Adoptee _____

SECTION B – APPLICANT’S CONTACT INFORMATION

Address _____

Apt. Number _____

City _____

Province _____

Postal Code _____

Email _____

Telephone:

Work _____

Home _____

Cell _____

Passport Number- _____ Date of Issue- _____

OTHER VALID PHOTO ID

Description - _____ ID# - _____

Place of Issue - _____ Date of Issue - _____

Applicant’s Signature

Date



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LETTER OF AUTHORIZATION
FOR THE HIGH COMMISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO REQUEST AN ADOPTION CERTIFICATE

To : Registrar General, Trinidad and Tobago, W.I.
From :
Address :
City : Province:
Postal Code :
Telephone :
Email Address:

I,....., hereby authorize the High Commission for the Republic of Trinidad and Tobago, Ottawa, Canada, to request on my behalf, an Adoption Certificate, issued by the Registrar General’s Department, Ministry of Legal Affairs, Republic of Trinidad and Tobago.

Sincerely,

.....
Signature of Applicant

.....
Date