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 for Obtaining a Driver's Licence Verification Letter

Applicants requiring a letter verifying a driver's licence issued in the Republic of Trinidad and Tobago are advised to follow the procedures outlined below.

Step 1: Request a Driving Record from Trinidad and Tobago

Applicants must first submit a direct request to the Ministry of Transport and Civil Aviation, Transport Division, to obtain a copy of their Driving Record.
Email: drivingrecords@mowt.gov.tt

The request must include a signed letter in PDF format addressed to:

The Transport Commissioner
Ministry of Transport and Civil Aviation
Transport Division
Southern Main Road, Caroni
Republic of Trinidad and Tobago, W.I.

The letter must include the following information and documents:

- The name and address of the institution requesting the verification, including the relevant country and province, where applicable.
- A copy of the applicant's Trinidad and Tobago driver's licence.
- The applicant's email address.
- A valid Trinidad and Tobago contact telephone number.
- The preferred method of collection of the Driving Record: email delivery or on-site collection.

Applicants should ensure that all required information and supporting documents are included in their request to the Ministry.

Step 2: Submit the Driving Record to the High Commission

Once received, a digital copy of the Driving Record must be submitted to the High Commission by email (hcottawa@foreign.gov.tt). Please also indicate your current mailing address in Canada. The High Commission will issue a verification letter based on the record provided and, upon request, address it to the institution requiring verification.

Step 3: Receive the Verification Letter

The High Commission will provide a digital copy of the verification letter and forward a copy by regular mail.

Important: Applicants must obtain their Driving Record directly from the Ministry before requesting a verification letter from the High Commission. Please ensure that the institution's name and address are accurate if the letter is to be addressed directly to that institution.