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 A POLICE CERTIFICATE OF CHARACTER

APPLICATION GUIDELINES:

A Police Certificate of Character is an official document issued by the Trinidad and Tobago Police Service which states whether a person has any previous convictions recorded against him/her. It can be issued to any citizen of Trinidad and Tobago or any foreign citizen who previously lived in Trinidad and Tobago.

Currently, applications for a Police Certificate of Character can be done in either one of the following methods:

(i) Directly to the Trinidad and Tobago Police Service via mail;
(ii) Through an authorized representative in Trinidad and Tobago;
(iii) Through the High Commission for the Republic of Trinidad and Tobago. **Please note that as of October 2021, current processing times may run into three (3) to five (5) months for the High Commission to apply on your behalf.**

I. APPLYING DIRECTLY TO THE TRINIDAD AND TOBAGO POLICE SERVICE / THROUGH AN AUTHORIZED REPRESENTATIVE IN TRINIDAD AND TOBAGO

The Trinidad and Tobago Police Service (TTPS) permits applicants to apply directly for Certificates of Character, by sending the application to the TTPS or to a designated representative who can submit the application to the TTPS on their behalf. You must include:

(i) Covering Letter detailing the applicant's request for a Police Certificate of Character, including the Trinidad and Tobago address at which the applicant resided while in Trinidad and Tobago and the current Canadian address to be placed on the Certificate of Character. If using an authorized representative, then include the information on that person in the letter along with your authorization for them to apply and collect the certificate on your behalf. The letter must be addressed to:

Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Trinidad House
Ground Floor
Corner of Treasury and Edward Streets
Port of Spain 100202
Trinidad and Tobago
West Indies

(ii) A full set (10 digits) of the applicant's fingerprints obtained from the Royal Canadian Mounted Police (RCMP), Finger Print Section or a Commissionaires Officer. Ensure that the prints bear the Agency's seal, bears original signatures and that it is notarized. ***Note that only ink prints (not digital) of all fingers (right hand and left hand) are acceptable.*** If using a Private

Fingerprinting Service, i.e. if the RCMP or a Commissionaires Office does not effect the fingerprinting record, then an authorized Notary Public must notarize the record and the Notary Public Stamp must be affixed.

(iii) A notarized color copy of the applicant's valid passport biodata page.

(iv) Money Order in the amount of CAN $10.00 made payable to the **"Senior Superintendent CID/CRO"**. If submitting through an authorized representative in Trinidad and Tobago then the fee of TTD$50.00 will be applicable at the time of submission.

(v) If the applicant is sending the application in by mail directly, **then they must include a pre-paid envelope that would cover the cost of returning the certificate from the TTPS to their address in Canada**. If using an authorized representative, then ensure that your covering letter indicates whether they will be collecting the certificate in person, or arranging TTPOST courier services to the Trinidad and Tobago address of the representative. Please note that once your representative is in collection of the certificate, it becomes the responsibility of the applicant and the representative to have the certificate couriered to the Canadian address.

II. APPLICATION MADE THROUGH THE HIGH COMMISSION

Should an applicant residing in Canada, choose to use the service of the High Commission, Ottawa to apply for a Police Certificate of Character on their behalf, and provided the applicant has noted the **delay in processing time of three (3) to five (5) months** to receive said certificate, then the following procedure would entail:

(vi) Completed **Application Form**. (see below)

(vii) A full set (10 digits) of the applicant's fingerprints obtained from the Royal Canadian Mounted Police (RCMP), Finger Print Section or a Commissionaires Officer. Ensure that the prints bear the Agency's seal, bears original signatures and that it is notarized. ***Note that only ink prints (not digital) of all fingers (right hand and left hand) are acceptable.*** If using a Private Fingerprinting Service, i.e. if the RCMP or a Commissionaires Office does not effect the fingerprinting record, then an authorized Notary Public must notarize the record and the Notary Public Stamp must be affixed.

(viii) A notarized color copy of the applicant's valid passport biodata page.

(ix) Payment of the associated fees via two (2) separate money orders as follows:

1. Money Order in the amount of CAN $10.00 made payable to the "Senior Superintendent CID/CRO".
2. Canadian Money Order in the amount of CAN $3.00 payable to "T&T High Commission"

(x) **A PREPAID self-addressed envelope, Minimum Size 8 ½" x 11"** to have the requested document sent via courier to the applicant's Canadian address. Please consult with a courier service for the relevant costs.

(xi) Please mail in your completed application to the attention of:

HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
200 FIRST AVENUE, OTTAWA, ON, K1S 2G6



HIGH COMMISSION OF 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 POLICE CERTIFICATE OF CHARACTER

SECTION A – APPLICANT'S DETAILS

Title □ Mr. □ Miss □ Mrs.

Surname - _____

First name -_____

Name (while in Trinidad and Tobago)_____

Address (while in Trinidad and Tobago)_____

_____

_____

_____

SECTION B – APPLICANT'S CONTACT INFORMATION

Address -_____

Apt. Number -_____

City -_____

Province -_____

Postal Code -_____

Email -_____

Telephone:

Work -_____

Home -_____

Cell -_____

Passport Number- _____ Date of Issue- _____

Expiry Date-_____

_____ _____

Applicant's Signature Date