

Frequently Asked Consular Questions

What consular services can the Embassy provide?

The Embassy provides consular services to nationals of the Republic of Trinidad and Tobago residing in the People's Republic of China, as well as the countries under the Embassy's accreditation. These services include:

- Registration of Nationals
- Applications for certificates issued by the Government of the Republic of Trinidad and Tobago, such as: -
 - ✓ Birth Certificates
 - ✓ Marriage Certificates
 - ✓ Death Certificates
 - ✓ Police Certificates of Character
 - ✓ Certificates of Fact
- Notarial and documentary services
- The repatriation of human remains
- The provision of emergency assistance (on a case by case basis)

Nationals wishing to access these services should contact the Embassy at embeijingconsular@foreign.gov.tt

How do I register at the Embassy?

The Embassy maintains a database of Trinidad and Tobago Nationals in the People's Republic of China, and countries under its jurisdiction in order to facilitate the Mission's outreach programmes (events for nationals or hosting of other events) and in case of emergencies/disasters, the locations of nationals. While not mandatory, registration is strongly recommended.

In this regard, you should email your information (full name as it appears on your Trinidad and Tobago passport, a copy of the bio-data page of your Trinidad and Tobago passport, current address, your contact details- telephone number and email address, the contact details of an emergency contact) to embeijingconsular@foreign.gov.tt to be registered, or visit the Embassy and fill out its registration form.

Alternately, you can register with the Registration System for Nationals Abroad (RSNA) at register.foreign.gov.tt.

The Registration System for Nationals Abroad (RSNA) is a free service provided by the Ministry of Foreign and CARICOM Affairs for Trinidad and Tobago nationals travelling overseas or living outside of Trinidad and Tobago. The details you provide when you register will help our Embassy and crisis staff to contact you and provide better assistance in an emergency such as a natural or man-made disaster or civil disturbance.

How to apply for Computerized Birth, Marriage, and Death Certificates?

The Registrar General's Department of Trinidad and Tobago has informed that nationals of the Republic of Trinidad and Tobago can apply for Birth, Death, and Marriage Certificates online at:

<https://rgd.legalaffairs.gov.tt/ttAFSClient/type>

Nationals can also pay for their certificates and postal delivery, via registered post, within Trinidad and Tobago and internationally, online via credit card.

How do I apply for a Police Certificate of Character?

As a national abroad, you must have your fingerprints recorded and certified by an authorised officer in the country in which you reside to apply for a Police Certificate of Character from the Trinidad and Tobago Police Service (TTPS). The fingerprint slip must be stamped with the authorised agency's seal. You must attach a copy of your passport to the fingerprint slip, showing your photograph, passport number and expiration date, date of birth and signature. These documents would be forwarded by the Embassy to the TTPS for further consideration. You must also complete the Embassy's application form, which you can request via embbeijingconsular@foreign.gov.tt

With regard to applicable fees, you must submit an International Money Order for US\$ 8.50 payable to "**Superintendent C.I.D and C.R.O**" to be forwarded to the Trinidad and Tobago Police Service.

Concerning the required fingerprints, previous applicants have advised that they have encountered difficulties in getting the same from police authorities in China. In this regard, please contact the Embassy at embbeijingconsular@foreign.gov.tt for information.

How do I apply for a Certificate of Fact?

A Certificate of Fact confirms your marital status in the Republic of Trinidad and Tobago by indicating the results of a search of the Register of Marriages of the Republic of Trinidad and Tobago.

To apply for the same via the Embassy, you must submit the following

- An Authorisation form completed in duplicate (available by request from embbeijingconsular@foreign.gov.tt)
- Two (2) photocopies of your valid Trinidad and Tobago passport.

The cost attached to applying for the Certificate is the RMB equivalent of TT\$ 140.00, which can be paid in cash at the Embassy, or remotely via money order to the "**Embassy of the Republic of Trinidad and Tobago in Beijing, China**".

Applicants residing in mainland China should transmit funds via the money order service provided by "**China Post**".

Applicants residing outside of mainland China would be advised of bank wire transfer details after all application documents have been reviewed.

What notarial and documentary services are provided by the Embassy?

The Embassy can provide a limited range of notarial and documentary services for nationals of the Republic of Trinidad and Tobago residing in China, and the countries under the Embassy's remit, as well as to non-nationals seeking to conduct business in the Republic of Trinidad and Tobago (namely the legalisation of foreign documents for use in Trinidad and Tobago). These include:

- Making a certified copy of a document;
- Administering a Statutory Declaration;
- Legalisation of Foreign Documents (bearing the stamp of the Ministry of Foreign Affairs of a country under the Embassy's accreditation); and
- Witnessing a signature.

For more information, please contact the Embassy at embeijingconsular@foreign.gov.tt

Can the Embassy assist in the repatriation of human remains?

Via the Ministry of Foreign and CARICOM Affairs, the Embassy can facilitate the repatriation of human remains to and from Trinidad and Tobago. More information on the procedure that applies can be obtained at **the Ministry of Foreign and CARICOM Affairs.**