

## INSTRUCTIONS FOR LETTER OF AUTHORIZATION

### **FREE COMPUTERIZED BIRTH CERTIFICATE**

***(Please Read Carefully)***

1. Submit completed Letter of Authorization for the Free Computerized Birth Certificate.
2. Submit one (1) notarized copy of a VALID form of photo identification (eg. Bio-data page of Passport **or** Permanent Resident Card **or** Driver License **or** ID Card).
3. Submit your Original Handwritten Birth Certificate *(if available)* and one (1) copy.  
***In the absence of your Original Handwritten Birth Certificate -Notarized copies of any two (2) forms of VALID identification as listed above, must be submitted. (Any Affidavit, Deed Poll or Name Change Document must also be submitted, if applicable).***
4. For **WOMEN ONLY** (Married/Divorced/Separated/Widowed) -Submit one (1) copy of Marriage Certificate for each marriage and one (1) copy of Divorce Decree for each divorce *(if applicable)*.

### **FEES (One Money Order per Applicant) (PERSONAL CHECKS ARE NOT ACCEPTED)**

Diplomatic Fee – US\$2.00

Postage Fee – \$25.00 *(Subject to change without notice)* – Applies to applicants who reside within Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Texas

Postage Fee – \$35.00 *(Subject to change without notice)* – Applies to applicants who reside outside of the above listed States

**NOTE:** The Diplomatic Fee and Postage Fee may be combined into one (1) Money Order made payable to:- **Consulate General of Trinidad and Tobago** *(Do not abbreviate)*

**Mail your application form, supporting documents and fees to:-**

#### **CONSULAR SECTION**

**Trinidad and Tobago Consulate General**

**1000 Brickell Avenue, Suite 800**

**Miami, FL 33131**

**Attn: Birth Certificates**

**APPROXIMATE TIME FOR RECEIPT OF BIRTH CERTIFICATES IS 6-8 WEEKS**



**Government of the Republic of Trinidad and Tobago**

**Consulate General, Miami**

**LETTER OF AUTHORIZATION**

**TO:** Registrar General's Department, Ministry of The Attorney General and Legal Affairs, Port of Spain, Trinidad and Tobago.

Dear Sir/Madam,

This letter serves to authorize the **Trinidad and Tobago Consulate General in Miami** to request on my behalf, a **FREE** Computerized Birth Certificate, currently being offered by the Government of the Republic of Trinidad and Tobago to all nationals.

Particulars of the Applicant are as follows:-

**NAME**.....

**DATE OF BIRTH**.....  
(DATE) (MONTH) (YEAR)

**PLACE OF BIRTH**.....  
(DISTRICT/COUNTY)

**FATHER'S NAME**.....

**MOTHER'S FULL MAIDEN NAME**.....

**MY ADDRESS AND TELEPHONE CONTACT IN THE UNITED STATES OF AMERICA ARE:**

**STREET** .....

**CITY** .....

**STATE AND ZIP CODE** .....

**TELEPHONE (.....)**.....

.....  
**SIGNATURE OF APPLICANT**

.....  
**DATE**