

## 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 identification (bio-data page of Trinidad and Tobago Passport **or** United States of America Passport **or** Driver License or ID Card **or** Permanent Resident 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 two (2) forms of VALID identification must be submitted.**  
***(Any Affidavit, Deed Poll or Name Change Document must also be submitted)***
4. Submit one (1) copy of Marriage Certificate for each marriage (*applicable to women ONLY whether married, divorced or widowed*).

### FEE

Diplomatic Fee – US\$2.00

Submit one (1) Money Order or Cashier's Cheque (**PERSONAL/COMPANY CHEQUES ARE NOT ACCEPTED**) made payable to:- TRINIDAD AND TOBAGO CONSULATE GENERAL – **ONE MONEY ORDER PER APPLICANT**

### MAILING OF BIRTH CERTIFICATE

The Consulate General will return your new Birth Certificate to you via regular USPS Mail at no additional cost to you. The option to have your certificate mailed to you via USPS Priority Mail is offered. Fee for postage will apply, as follows:-

USPS Regular Mail – NO ADDITIONAL COST

USPS Priority Mail – US\$10.90

Diplomatic Fee and Priority Mail Postage Fee may be combined into one (1) Money Order for **\$12.90** made payable to:- TRINIDAD AND TOBAGO CONSULATE GENERAL

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



# Consulate General of the Republic of Trinidad and Tobago

Tel: (305) 374- 2199  
Fax: (305) 374- 3199  
Email: [Consulatemiami@foreign.gov.tt](mailto:Consulatemiami@foreign.gov.tt)

1000 Brickell Avenue  
Suite 800  
Miami, FL 33131

## 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**.....

**ZIP CODE**.....

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

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

.....  
**DATE**