

INSTRUCTIONS FOR LETTER OF AUTHORIZATION

PAID COMPUTERIZED BIRTH CERTIFICATE

(Please Read Carefully)

1. Submit completed Letter of Authorization for the Paid 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 Original or copy of Birth Certificate *(if available)* and one (1) additional copy. **In the absence of the 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

Birth Certificate Fee – US\$6.00

A total of US\$8.00 must be submitted in the form of 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, Birth Certificate Fee and Priority Mail Postage Fee may be combined into one (1) Money Order for **\$18.90** 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

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 **PAID** copy of the Computerized Birth Certificate.

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