



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 DUPLICATE DEATH CERTIFICATE

APPLICATION CHECKLIST – IN PERSON

- Completed **Application Form**. (see below)
- Completed **Letter of Authorization** giving the High Commission permission to apply for the Death Certificate. This must be printed on letter size paper (8 ½” x 11”) and must include your name, address, contact number and the number of the identification document submitted. (*see below for template*)
- Original and notarized copies of one (1) piece of valid Government issued identification with a photo. *The High Commission accepts valid Canadian and/or Trinidad and Tobago issued Passports; Driver’s Licenses; National/ Provincial identification cards ONLY. N.B. Canadian Health Cards are NOT accepted as valid.*
- Original and notarized copies of a previous death certificate (if available). Providing a copy usually speeds up the application process.
- Payment of the associated fees. Please note that the High Commission accepts payment by Money Order ONLY, payable to the **“T&T High Commission”**.

FEES (in Canadian dollars) \$8.00 per copy

APPLICATION CHECKLIST - BY MAIL IN

- All of the above, however you must notarize the letter of authorization and ARE NOT required to submit the original copies of supporting documents.

COLLECTION OF CERTIFICATE

- Only the applicant or an appointed representative can collect the requested Certificate(s). If using a representative, said person MUST present a valid form of Government issued identification and a notarized letter from the applicant advising that they are the applicant’s authorized representative.
- Applicants opting for mail services must submit at the time of their application, **a PREPAID self-addressed envelope, Minimum Size 8 ½” x 11”** to have the requested document sent via courier. Please consult with a courier service for the relevant costs.



HIGH COMMISSION FOR 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 DUPLICATE DEATH CERTIFICATE

SECTION A – DETAILS OF DECEASED

Surname _____

First name _____

Date of Death _____

Place of Death _____

SECTION B – APPLICANT’S CONTACT INFORMATION

Address: _____

Apt Number _____ City _____ Province _____

Postal Code _____ Email _____

Telephone: Work _____ Home _____ Cell _____

SECTION C – APPLICANT’S VALID IDENTIFICATION

Identification: (*Canadian / Trinidad and Tobago valid Passport*)

Passport Number _____ Place of Issue _____

Date of Issue _____ Date of Expiry _____

Other Valid Photo Identification

ID Number _____ Place of Issue _____

Date of Issue _____ Date of Expiry _____

Do you require an Apostille Stamp? YES NO Number of copies requested _____

Applicant’s Signature

Date



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LETTER OF AUTHORIZATION
FOR THE HIGH COMMISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO REQUEST A DUPLICATE DEATH CERTIFICATE

To : Registrar General, Trinidad and Tobago, W.I.
From :
Address :
City : Province:
Postal Code :
Telephone :
Email Address:

I,....., hereby authorize the High Commission for the Republic of Trinidad and Tobago, Ottawa, Canada, to request on my behalf, a Death Certificate in the name of, as issued by the Registrar General's Department, Ministry of Legal Affairs, Republic of Trinidad and Tobago.

Sincerely,

.....
Signature of Applicant

.....
Date