



## HIGH COMMISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO

200 First Avenue, Ottawa. Ontario K1S 2G6

Tel: 613.232.2418 Fax: 613.232.4349

E-mail: ottawa@ttmissions.com

### **INSTRUCTIONS FOR APPLICATION OF BIRTH CERTIFICATE**

**The first issue of the electronic birth certificate is issued free of charge by the Registrar General however, there is a processing fee of CDN \$3.00.**

An application for an Electronic Birth Certificate **MUST** be accompanied by the following:

- 1 Completed application form
2. Completed Letter of Authorization
3. One (1) copy of the following documents,
  - a. Handwritten Birth Certificate and support affidavit where necessary. If the applicant is not in possession of the hand written birth certificate, **an additional fee of \$5.00 is required** in order to obtain one.
  - b. A valid photo ID (Trinidad and Tobago or Canadian)
  - c. Other valid photo ID e.g. Driver's permit
  - d. Marriage certificate (married women only)
4. Money Order (see section on fees for details)

#### **Fee**

Please make money order in the sum of CDN \$15.00 payable to **T&T High Commission** to have the electronic birth certificate delivered via FedEx to the address provided in said application.

#### **Additional Copy**

The first issue of the birth certificate is free, however, if you require an additional copy of your birth certificate the cost is **CDN \$5.00** and this fee can be added to the initial money order of CDN \$15.00.

Please Note: All copies must be provided by the applicant at the time of application.



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**APPLICATION FOR BIRTH CERTIFICATE (OVERSEAS)**

**SECTION A – APPLICANT’S DETAILS**

Applicant’s Name: Mr.  Miss  Mrs.  .....

Date of Birth : .....

Place of Birth : .....

Father’s Name : .....

Mother’s Name : .....

**SECTION B – APPLICANT’S CONTACT INFORMATION**

Address: ..... Apt. Number: .....

City: ..... Province: ..... Postal Code: .....

Email: .....

Telephone: Work: ..... Home: ..... Cell: .....

TT Passport Number: ..... Date of Issues: .....

**OTHER VALID PHOTO ID**

Description: ..... ID#: .....

Place of Issue: ..... Date of Issue: .....

.....  
Applicant’s Signature Date