



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](mailto:hcottawa@foreign.gov.tt)

## **INSTRUCTIONS : APPLICATION FOR COMPUTER GENERATED BIRTH CERTIFICATE**

Nationals of Trinidad and Tobago may apply for a Computer Generated (Electronic) Birth Certificate for themselves or for their child (under 18 years of age). Applicants must also indicate at the time of the application, whether they require an Apostille Stamp (this service is at no additional cost to the applicant). An Apostille Stamp legally certifies a document for use in any country that has signed the Hague Apostille Convention. Canada is not party to this Convention, therefore if you are using this Certificate in Canada, you will not require the Apostille Stamp, however if the country that requires the Certificate is party to the Hague Apostille Convention then this Stamp will be required. Please consult with the Government officials of the country in which the Certificate is to be used to ascertain whether this is required.

### **APPLICATION CHECKLIST**

- Completed Application Form. (see below). **If requesting an Apostille Stamp, please indicate this on your application.**
- Completed Letter of Authorization giving the High Commission permission to apply for your Birth Certificate on your behalf. 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*).
- One (1) copy of your Handwritten Birth Certificate and supporting affidavit where necessary.  
*N.B. A supporting affidavit is necessary if the name that appears on your birth certificate differs from the name on your Government issued identification. Copies of your handwritten birth certificate will assist in accelerating the process. However if a copy of the original birth certificate is not available, you may still proceed with the application. Faxed copies are accepted.*  
**Please Note that effective June 2019; the Registrar General is not accepting applications for a NO NAME Birth Certificate.**
- 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 identification*
- Marriage certificate (married women only)
- 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)**

First Issue of a Computerized Birth Certificate - \$3.00  
Subsequent Issues - \$8.00 per copy

### **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 OF 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](mailto:hcottawa@foreign.gov.tt)

**APPLICATION FOR ELECTRONIC BIRTH CERTIFICATE**

**SECTION A – APPLICANT’S DETAILS**

Title Mr.  Miss  Mrs.

Surname \_\_\_\_\_

Given name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Father’s name \_\_\_\_\_

Mother’s name \_\_\_\_\_

Mother’s Maiden Surname \_\_\_\_\_

**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 AN ELECTRONIC BIRTH 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, an Electronic Birth Certificate, issued by the Registrar General's Department, Ministry of Legal Affairs, Republic of Trinidad and Tobago.

Sincerely,

.....  
Signature of Applicant

.....  
Date