

Consular Services

The Embassy provides consular services to Trinidad and Tobago nationals residing in the People's Republic of China, as well as the countries under the Embassy's accreditation, namely the Republic of Korea, the Republic of the Philippines, Malaysia, Brunei Darussalam, Socialist Republic of Vietnam, the Kingdom of Thailand, and the Kingdom of Cambodia. These services include:

- Passport Services
- Registration of Nationals
- Applications for certificates issued by the Government of the Republic of Trinidad and Tobago, such as: -
 - ✓ Birth Certificates
 - ✓ Marriage Certificates
 - ✓ Death Certificates
 - ✓ Police Certificates of Character
- The notarisation and verification of documents
- The issuing of Apostilles
- The repatriation of human remains
- The provision of emergency assistance (on a case by case basis)

Nationals wishing to access these services should contact the Embassy.

Passport Services

The Embassy facilitates the renewal and replacement of Trinidad and Tobago passports for nationals. Further information can be found at the [Immigration Division of Trinidad and Tobago](#) or by contacting the Immigration Attaché at the Embassy.

Register of Nationals

The Embassy maintains a database of Trinidad and Tobago Nationals in the People's Republic of China, and countries under its jurisdiction in order to facilitate the Mission's outreach programmes (events for nationals or hosting of other events) and in case of emergencies/disasters, the locations of nationals. While not mandatory, registration is strongly recommended.

Please email your information (Name, Sex, Age, Occupation, Address, Contact Details) to embbeijing@foreign.gov.tt to be registered

Birth Certificate

The cost attached to applying for a Trinidad and Tobago Birth Certificate is TT\$25.00. The relevant form can be obtained at the [Ministry of Legal Affairs of Trinidad and Tobago](#).

Marriage Certificate

The cost attached to applying for a marriage license is TT\$62.50. You must also pay an additional TT\$25.00 to obtain a certified copy of the Marriage Certificate.

Death Certificate

The following documents are required in order to register a death:

- The Medical Certificate of the Cause of Death, together with the deceased person's Birth or Marriage Certificate and National ID Card.
- The ID Card of the person registering the death.

The fee to register a death is TT\$25.00.

Police Certificate of Character

As a national abroad, to apply for a Police Certificate of Character you must have your fingerprints recorded and certified by an authorised officer in the country in which you reside. The fingerprint slip must be stamped with the authorised agency's

seal. You must attach a copy of your passport to the fingerprint slip, showing your photograph, passport number and expiration date, date of birth and signature. These documents would be forwarded by the Embassy to the Trinidad and Tobago Police Service for further consideration.

The processing fee of TT\$50.00 must be paid for the application of Police Certificate of Character.

The Issuing of Apostille

As Apostille is an internationally recognised stamp that certifies that documents are authentic. For information, please contact the Embassy.

The Repatriation of Human Remains

There are three types of repatriation: -

(1) Importation of human remains to Trinidad and Tobago – deceased nationals

If a Trinidad and Tobago national dies overseas and the family wishes to have the body shipped to Trinidad and Tobago for burial, the following procedures would apply: The family/Importer of Human Remains needs to contact a Funeral Home in the country where the death took place;

Documents required for shipping Human Remains are as follows:

- A letter issued by the competent Authority from the place of death stating the authenticity of the documents produced for the transportation of the deceased person
- Death Certificate
- Letter of non-contagious diseases issued by the Health Department abroad
- Permit to dispose of or Transport Human Remains
- Embalming Certificate from the funeral home abroad
- The deceased person's cancelled passport bio-data page (showing the deceased's nationality)

The Funeral Home submits the above original documents to the nearest Trinidad and Tobago Overseas Mission/Ministry of Foreign Affairs for authentication;

The official stamp of the Trinidad and Tobago Mission/Ministry of Foreign Affairs is affixed to each document and initialled by the authorised officer of the Mission/Ministry. A copy of the documents is sent to the Ministry of Foreign Affairs (Trinidad and Tobago) via fax to (1868) 624-8837 or emailed to consular@foreign.gov.tt.

Similar documents are forwarded to the local Funeral Home selected by the person/family/importer. The Consular Unit can be contacted at (1868) 623-6894.

If the deceased national dies in a country of which English is not the first language, please note that all authenticated documents are required to be translated into English.

The local Funeral Home submits the authenticated documents listed at 2 above to the Ministry of Foreign Affairs, Trinidad and Tobago to be processed;

The representative of the local funeral home will be provided with the necessary documentation to be presented at the Ministry of Health, Ministry of National Security and the Customs & Excise Division;

Approval from the Ministries at 7 above, a letter is issued to the Customs and Excise Division requesting authorisation to import the body. A copy of the letter is given to the person/family/agency importing the body.

The procedures at nos. 1-5 are to be followed by Funeral Homes based outside of Trinidad and Tobago.

The procedures at nos. 6-8 are to be followed by Funeral Homes located in Trinidad and Tobago.

Exporting Human Remains

When human remains are being exported, the Consular Unit, Ministry of Foreign Affairs may be required to authenticate the Death Certificate which may be submitted by the local Funeral Home or Exporter. The local Funeral Home is advised to contact its counterpart in the foreign country for further guidance.

(2) Repatriation of cremated ashes to Trinidad and Tobago - deceased nationals

Please note that to repatriate cremated remains (ashes) to the Republic of Trinidad and Tobago, the procedure to be followed is similar to that for the importation of human remains.

STEP ONE

The under-mentioned documents should be obtained when processing a request for the repatriation of cremated remains (ashes) to the Republic of Trinidad and Tobago:

- Copy of Death Certificate
- Certificate of Cremation
- Funeral Director's Statement of Death
- Letter from the Funeral Home confirming that the urn contains only the cremated remains (ashes) of the deceased

STEP TWO

The documents must be taken to the nearest Trinidad and Tobago Overseas Mission or Trinidad and Tobago Honorary Consul to be certified. In the event that there are none present, the documents should be submitted to the nearest British Embassy or to the Ministry of Foreign Affairs in that country to be authenticated.

STEP THREE

Ensure that the receiving agency certifies the above-mentioned documents. This means that the official stamp of the Mission is to be affixed on each document and initialled by the authorized officer. A covering letter listing the documents which were seen and certified should also be provided.

STEP FOUR

If the deceased national dies in a country of which English is not the first language, please note that all authenticated documents are required to be translated into English.

STEP FIVE

A copy of the documents should then be forwarded to the Consular Unit of the Ministry of Foreign Affairs via fax to (1868) 624-8837 or emailed to consular@foreign.gov.tt to be processed.

STEP SIX

The Ministry then informs the Ministry of Health and National Security as well as the Comptroller of Customs of the circumstances under which the cremated remains

(ashes) are being returned to Trinidad and Tobago. Please note that all applications for permission to repatriate cremated remains MUST obtain the approval of the Comptroller of Customs before making travel arrangements to transport the ashes to Trinidad and Tobago.

Persons repatriating ashes must declare the urn containing the cremated remains (ashes) to the Customs Officials on arrival at the port of entry into Trinidad and Tobago.

(3) Importation of human remains to Trinidad and Tobago – deceased non- nationals

The immediate relative of the deceased must have ties to Trinidad and Tobago and is required to submit a letter addressed to the Permanent Secretary, Ministry of National Security. The information provided must include the name of the deceased, his/her nationality at time of death, relationship to the deceased and reason for requesting that the deceased be interred in the Republic of Trinidad and Tobago. The letter must also state what ties the deceased had to Trinidad and Tobago.

Please note that approval to import human remains of a non-national MUST be granted prior to making travel arrangements to transport the deceased to Trinidad and Tobago.

Once approval has been granted, the steps as outlined at No. 1 - Importation of human remains to Trinidad and Tobago – deceased nationals – should be followed.