



APP. NO: _____

Consulate General of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.
Tel.: (212)682-7272 ▪ Fax: (212)232-0368 ▪ e-mail: cgnyconsulateinfo@foreign.gov.tt ▪
Website: <https://foreign.gov.tt/cgnewyork>

GUIDELINES FOR APPLYING FOR A CERTIFICATE OF CHARACTER BY MAIL

- ❖ **ALL APPLICATIONS FOR CERTIFICATE OF CHARACTER WILL NOW BE DONE BY MAIL**
- ❖ **THERE WILL NO LONGER WALK-INS FOR CERTIFICATE OF CHARACTER**

GENERAL GUIDELINES

1. A Certificate of Character is an official document issued by the Trinidad and Tobago Police Service that indicates whether or not a person has a record of criminal conviction(s) in Trinidad and Tobago.
2. Persons who previously lived in Trinidad and Tobago and are now domiciled in the United States, can obtain a Certificate of Character through the Consulate General, New York by applying via the mail.
3. The fees are in the form of two (2) Money Orders made to the following: -
 - a. International Money Order for US\$8.50 payable to "Superintendent C.I.D. and C.R.O." towards the cost of the Certificate of Character. This is forwarded with the application form to Trinidad.
 - b. US Money Order for US\$5.00 payable to "Consulate General of Trinidad and Tobago" which represents the service charge fee.
4. An Apostille can be requested on the certificate at no additional cost at the time of submission of the application

The following **MUST** be submitted:

1. Completed Application Form which can be downloaded from the Consulate website (foreign.gov.tt/cgnewyork). The address requested on the Application Form must be your current US address
2. Completed Fingerprint Card:
 - a. Applicants **MUST** have their fingerprints recorded and certified by an authorized officer at any major Police Department i.e. your city's Police Headquarters or ONEPOLICE PLAZA in Manhattan (Regular precincts do not normally provide this service). **Prints are taken on a FBI card** and must bear the **authorized agency's seal**.
3. One (1) CLEAR COLOURED copy of a valid photo identification (ID) issued by the Republic of Trinidad and Tobago or the United States of America (e.g. passport, driver license or National ID card). **DO NOT MAIL ORIGINAL FORMS OF ID** only photocopies
4. **International Money Order** (US\$8.50 payable to Superintendent C.I.D. and C.R.O).
5. **US Money Order** (US\$5.00 payable to Consulate General of Trinidad and Tobago).
6. Ensure application form and photocopy of the ID are notarized.
7. Mail a PREPAID USPS Express Mail/Priority Mail/UPS/ or FedEx envelope.
8. **RETURN MAILING OPTIONS (Choose one)**

Fees are paid by **MONEY ORDER ONLY** and made payable to "Consulate General of Trinidad and Tobago". Individual money orders must be made for each application.

 - (i) **Postage via FedEx -**
 - (a) 2 days shipping - **Twenty Dollars (\$20.00)**
 - (b) Next day/Saturday Shipping - **Thirty Dollars (\$30.00)**
 - OR**
 - (ii) Mail a **PREPAID RETURN** Envelope and select the "**ENSURE SIGNATURE UPON DELIVERY**" option.
9. Applicants **MUST** include in their application a contact number and email address

APPLICATION PROCESS

- On receipt of the completed application and fees, it is forwarded to Trinidad and Tobago for processing. This process takes approximately four (4) to six (6) weeks.
- Applicants are encouraged to check on the status of the application with the Consulate General via the following:-
 - By contacting the officer at 212-682-7272 x 1104By
 - sending an email to cgnycertificates@foreign.gov.tt
- Upon receipt of the Certificate of Character, the applicant will be notified by telephone and/or emailed
- The completed COC be mailed to the applicant.



App. No: _____

**TRINIDAD AND TOBAGO POLICE SERVICE
CRIMINAL RECORDS OFFICE
APPLICATION FOR CERTIFICATE OF CHARACTER**

Name (in block letters) Date

Address

Age Occupation

Purpose for which Certificate is required

Passport Number (if any) Registration Number

FEES: (1) International Money Order **US\$8.50**
(payable to Superintendent C.I.C. & C.R.O.)

(2) Money Order Only **US\$5.00**
(payable to the Trinidad and Tobago Consulate
General, New York)

Signature:

FOR OFFICIAL USE

Date fingerprint taken By whom

Signature

Classified by Date

Checked by Signature

Result of Check Date

Senior Supt., Special Branch Please report accordingly

Date Signature

(Supt., C.I.D. & C.R.O.)

Supt., C.I.D. & C.R.O.

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Date Signature

Snr., Supt., Special Branch

City Clerk (Prepared Certificate) Signature

(Supt., C.I.D. & C.R.O.)

FILE:

Date Issued Certificate No C.R.No.

Signature *(Supt., C.I.D. & C.R.O.)*