



**Consulate General of the  
Republic of Trinidad and Tobago**

Tel: (212) 682-7272  
Fax: (212) 232-0368  
E-mail: [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt)

125 Maiden Lane  
4<sup>th</sup> Floor  
New York, NY, 10038

\*DSC: DIPLOMATIC SERVICE CHARGE  
\*\* RESEARCH (payable when passport is unavailable)  
\*\*\*MRP- MACHINE READABLE PASSPORT

SERVICE	COST	CONSULAR FEES	TOTAL
RESTORATION	\$89.00	*DSC - \$5.00	\$94.00
RENUNCIATION	\$23.00	*DSC - \$5.00	\$28.00
VISAS (SINGLE ENTRY)	\$33.00	*DSC - \$20.00	\$53.00
VISAS (MULTIPLE ENTRIES)	\$65.00	*DSC - \$20.00	\$85.00
NEW/RENEWED MRP	\$40.00	*DSC - \$20.00	\$60.00
BUSINESS PASSPORT	\$56.00	*DSC - \$20.00	\$76.00
CERTIFICATE OF TRINIDAD & TOBAGO CITIZENSHIP	\$18.00	*DSC - \$5.00 **RESEARCH - \$20.00	\$23.00 \$43.00
LOST VALID PASSPORT	\$217.00	***MRP - \$159.00 *DSC - \$20.00 Notarization - \$18.00 **RESEARCH - \$20.00	\$217.00
LOST EXPIRED PASSPORT	\$98.00	***MRP - 40.00 *DSC - \$20.00 **RESEARCH - \$20.00 Notarization - 18.00	\$98.00
EMERGENCY CERTIFICATE	GRATIS	*DSC - \$20.00 PROCESSING - \$5.00 **RESEARCH- \$20.00	\$25.00 \$45.00
POSTAGE: PRIORITY OVERNIGHT PRIORITY 2-3 DAYS	\$24.00 \$15.00	-	\$24.00 \$15.00
SWORN DECLARATION/AFFIDAVIT	\$40.00	*DSC - \$5.00	\$45.00
FALSE DECLARATION STATEMENT	\$55.00	*DSC - \$5.00	\$60.00
SICK LEAVE APPLICATION AND VERIFICATION OF MEDICAL CERTIFICATES	GRATIS	*DSC - \$5.00	\$5.00
NOTARIZATION	\$18.00	*DSC - \$5.00	\$23.00
POLICE CERTIFICATE OF CHARACTER	\$8.50 (International Money Order)	*DSC - \$5.00	\$8.50 (International Money Order) \$5.00
FIRST TIME ELECTRONIC BIRTH CERTIFICATE APPLICATION	GRATIS	*DSC - \$5.00	\$5.00
PAID BIRTH CERTIFICATE	\$6.00	*DSC - \$5.00	\$11.00
MARRIAGE CERTIFICATE	\$6.00	*DSC - \$5.00	\$11.00
DEATH CERTIFICATE	\$6.00	*DSC - \$5.00	\$11.00
ADOPTION CERTIFICATE	\$6.00	*DSC - \$5.00	\$11.00
HUMAN REMAINS	\$32.00	*DSC - \$5.00	\$37.00
CREMATED REMAINS	\$32.00	*DSC - \$5.00	\$37.00
BIRTH CERTIFICATE CORRECTION	\$5.00	-	\$5.00
BIRTH CERTIFICATE SEARCH (each)	\$5.00	-	\$5.00
CERTIFICATE OF NON- IMPEDIMENT	\$28.00	Search - \$15.00 Certificate - \$8.00 *DSC \$5.00	\$28.00
<b>Effective September 03, 2018</b>			



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

## **GUIDELINES FOR APPLYING FOR A CERTIFICATE OF CHARACTER IN PERSON OR BY MAIL**

### **A. 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 in person or via the mail.
3. The fees are in the form of two (2) Money Orders made to the following:-
  - **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.
  - **US Money Order for US\$2.00** 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.

### **B. DOCUMENTS REQUIRED TO APPLY FOR A CERTIFICATE OF CHARACTER IN PERSON**

1. Completed Application Form (*the address is your current **US** address*).
2. Completed Fingerprint Card.
  - 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 ONE POLICE PLAZA in Manhattan (Regular precincts do not normally provide this service). Prints are usually taken on a FBI card and must bear the authorized agency's seal.
3. Original and one (1) colour photocopy of valid photo identification (ID).
  - Valid ID can be issued by Trinidad and Tobago or the US and must be a clear **COLOURED** photocopy (e.g. passport, driver license or ID card).
4. **International Money Order** (US\$8.50 payable to **Superintendent C.I.D. and C.R.O.**).
5. **US Money Order** (US\$2.00 payable to **Consulate General of Trinidad and Tobago**).

C. **DOCUMENTS REQUIRED TO APPLY FOR A CERTIFICATE OF CHARACTER BY MAIL**

1. All documents listed at **Section B** above.
  - Ensure application form and photocopy of the ID are notarized.
  - **DO NOT MAIL ORIGINAL SUPPORT DOCUMENTS** only photocopies.
2. If you want the certificate mailed to you, include a postage fee or prepaid envelope (see **Section E**).

D. **APPLICATION PROCESS**

1. 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.
2. 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 1104
  - By sending an email to [cgnycertificates@foreign.gov.tt](mailto:cgnycertificates@foreign.gov.tt)
3. Upon receipt of the certificate, the applicant is notified by telephone and/or email that the certificate is ready for collection or mailing. The option for mailing of the certificates can be discussed, if it was not done at the time of the application (see **Section E**).

E. **COLLECTION/MAILING OF THE CERTIFICATE OF CHARACTER**

Certificates can either be **Collected** at the Consulate General or **Mailed** to the applicant (once the appropriate postage is provided or fees paid).

**Collection at the Consulate General in New York**

1. Visit the Consulate General from Monday to Friday between 8:00am to 2:00pm (*excluding Consulate General holidays<sup>1</sup>, see website for list*).
2. Bring your valid photo identification and the receipt.
3. If you need someone else to pick up the certificate, provide that person with a completed "**Third Party Authorization Form**" (see website), the receipt and a copy of **your** valid photo identification. The authorized person should also have his/her original valid photo identification with them.

**Mailed - (Choose ONE Option)**

1. Mail a money order for US\$12.00 (FedEx postage fee, delivery in 2 - 3 business days). If selected, someone needs to be available to sign for the package.
2. Mail a USPS stamp for Express Mail (*Eff. Jan. 17, 2016 price is US\$22.95, delivery in 1 - 2 days*).
3. Mail a USPS stamp for Priority Mail (*Eff. Jan. 17, 2016, price is US\$6.45, delivery in 2 - 3 days*).
4. Mail a **PREPAID** USPS Express Mail/Priority Mail/UPS/ or FedEx envelope.

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<sup>1</sup> The Consulate General is closed to the public at 12 Noon on every first and third Thursday of the month

2016-02-11

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**TRINIDAD AND TOBAGO POLICE**  
**SERVICE App. No. 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 for US\$8.50  
 Payable to Superintendent C.I.C. & C.R.O.  
 (2) Money Order for US\$2.00  
 Payable to Consulate General of Trinidad  
 & Tobago

Signature .....

**FOR OFFICAL USE**

Date fingerprint taken ..... By whom .....

Signature .....

Classified by ..... Date .....

Signature .....

Checked by ..... Date .....

Result of Check .....

Signature .....

Senior Supt., Special Branch  
 Please report accordingly

Date .....

Date .....

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

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

Date .....

Signature .....

Snr., Supt., Special Branch

City Clerk  
 Prepare 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.