



**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	\$24.00	-	\$24.00
PRIORITY 2-3 DAYS	\$15.00		\$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 SENDING CREMATED REMAINS TO TRINIDAD AND TOBAGO (UNACCOMPANIED)**

### **A. Documents required for sending (repatriation) cremated remains (ashes) to Trinidad and Tobago by a Funeral Home/Agency in the United States**

1. Original Death Certificate
  - a. Please ensure the death certificate has the correct bio data information about the deceased
2. Original Certificate of Cremation from the Funeral Home
3. Original letter from the funeral home (stating the license number of the funeral home, that the body was consigned to the funeral home on x date, was cremated on x date at x location and the cremated remains were placed in the x container). See sample attached.
4. Original Passport (Trinidad and Tobago or US passport is acceptable. If not available the original birth certificate *and supporting affidavit if applicable* of the deceased must be submitted)
5. A money order for US \$12.00 made payable to the “Consulate General of Trinidad & Tobago”
6. Copy of flight itinerary.
7. Information about the receiving funeral home in Trinidad and Tobago (name of contact, address, telephone number and email address).

### **B. Guidelines for providing information to the Consulate General, New York**

1. The name on the passport and death certificate must be identical. If not, provide the name change document (e.g. marriage certificate, divorce document, court name change document).
2. Ensure that all relevant documents are signed, stamped and notarized as required.
3. If the flight information is **not** available at the submission of the documents, it must be provided **at least** two (2) working days prior to departing the US.
4. The cremated remains **must** be sent to a Funeral Home (and not an individual) in Trinidad and Tobago in order for the ashes to be collected at the airport.
5. **The following situations require prior approval from Trinidad in order for the Consulate General to certify the documents submitted. Please note this will prolong the processing of the documents.**
  - a. The deceased “Place of Birth” **was not** Trinidad and Tobago.

### C. Processing of documents

1. Submit the required documents to the Consulate General in person, any Monday to Friday from 8:00am to 2:00pm except Consulate General holidays<sup>1</sup> (see <https://foreign.gov.tt/cgnewyork> for current list of holidays) or by mail.
  - a. If submitting by mail include a self-addressed pre-paid USPS/ FedEx/ UPS envelope for the return of the documents.
2. Documents are processed on the day it is received where approval from Trinidad and Tobago is **not** required and returned to the applicant.
3. Where **approval from Trinidad and Tobago is required**, the documents will be **processed after written approval is obtained, the processing time varies according to the details of the case.**

### D. Further Information

Call the Consulate General at (212) 682-7272 ext. 1124/ 1106 or send an email to [cgnycertificates@foreign.gov.tt](mailto:cgnycertificates@foreign.gov.tt)

### E. Useful websites

1. Burial and Crematory Services, Ministry of Local Government  
<http://www.localgov.gov.tt/en/MOLG/Services/Burial%20and%20cremation%20services.aspx#.U31pFvldU1I>
2. Trinidad and Tobago Yellow Pages Online – Funeral Homes <http://tntyp.com/Trinidad/FUNERAL-HOMES>
3. Caribbean Airlines Cargo  
<http://caribbean-airlines.com/index.php/products-a-services/our-services/human-remains>
4. American Airlines Cargo <https://www.aacargo.com/learn/humanremains.html>
5. US Airways Cargo <http://www.usairways.com/en-US/contact/cargo.html>

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

