



**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  
▪ Website: <https://foreign.gov.tt/cgnewyork>

## **GUIDELINES FOR APPLYING FOR A MARRIAGE CERTIFICATE BY MAIL ONLY**

### **A. GENERAL GUIDELINES**

1. A marriage certificate can **only** be provided for persons who were married in Republic of Trinidad and Tobago.
2. This document is issued by the Registrar General's Department, Ministry of Legal Affairs in Port-of-Spain, Trinidad.
3. **ALL** fees are to be paid by **Money Order only** and made payable to "**Consulate General of Trinidad and Tobago**" (No Checks or Cash accepted).
4. The cost for obtaining a marriage certificate through this Consulate General is \$11.00 (\$6.00 for the certificate and \$5.00 for the service charge).  
For example:
  - a. One Certificate costs \$11
  - b. Two Certificates costs \$17 (\$12 certificate fee + \$5 service fee)
5. The certificate(s) **MUST** be collected from the Consulate within three (3) years from the date of application. After three (3) years the certificate(s) will be destroyed.
6. Kindly ensure that the application is complete. The following **will** cause delays in processing the application:-

<input type="checkbox"/> No signature on forms	<input type="checkbox"/> Incorrect information on the form
<input type="checkbox"/> Photocopies are not clear	<input type="checkbox"/> Mailed in applications are <b>not</b> notarized
<input type="checkbox"/> Handwriting is difficult to read	<input type="checkbox"/> No photo ID is provided or the photo ID is expired or unusable
<input type="checkbox"/> Incorrect fees submitted	
7. 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 MARRIAGE CERTIFICATE BY MAIL**

1. Two (2) completed Application Forms (must be notarized)
2. Two (2) notarized copies of one **VALID** photo identification (ID), (Example: Driver's License, State Identification Card, Alien Registration Card, Passport or Certificate of Citizenship from Trinidad and Tobago **or** USA).
3. Two (2) copies of the previous marriage certificate (if available).
4. Money order for fees (see **A3 and A4** above).

### C. APPLICATION PROCESS

1. The certificate is ordered through the Registrar General's Department online system.
2. The marriage record is checked for errors, printed in Trinidad and mailed to the Consulate General in New York. This process takes **approximately** six (6) to eight (8) weeks.
3. Applicants are also **encouraged** to check on the status of the marriage certificate with the Consulate General via the following:-
  - by contacting the officers at 212-682-7272 x 1106/1124
  - sending an email to [cgnycertificates@foreign.gov.tt](mailto:cgnycertificates@foreign.gov.tt).

### D. 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.



Web# \_\_\_\_\_

Date \_\_\_\_\_

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**APPLICATION FOR MARRIAGE CERTIFICATE**

**SECTION A – APPLICANT INFORMATION**

First Name : \_\_\_\_\_ Last Name: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : (Home)\_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail : \_\_\_\_\_

Valid I.D. : \_\_\_\_\_  
(Type, number, place of issue, expiration date)

**SECTION B - DETAILS OF MARRIAGE**

Apostille Stamp

Yes  /No

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Date of Marriage: (dd/mm/yyyy) \_\_\_\_\_

Place of Marriage: (City/Town) \_\_\_\_\_

Rites of Marriage: Civil  Christian  Hindu  Muslim

**SECTION C - AUTHORISATION**

I, \_\_\_\_\_ (name), hereby authorize the Consulate General in New York to obtain the above marriage certificate on my behalf.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Notary Signature & Stamp: \_\_\_\_\_

**NB: This document must be NOTARIZED.**

<b><u>FOR OFFICIAL USE</u></b>
Fee: _____
Receipt No.: _____
Date: _____