



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 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 not 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.

D. RETURNED MAILING OPTIONS - (Choose ONE)

1. Mail a money order for US\$15.00 (FedEx postage fee, delivery in 2 - 3 business days). If selected, someone needs to be available to sign for the package when delivered.
2. Mail a **PREPAID RETURNED** United States Postal Service (USPS) Priority or Express Mail Envelope or Prepaid UPS **or** FedEx envelope.



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.

<p><u>FOR OFFICIAL USE</u></p> <p>Receipt No.: _____</p>
