



**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 TO REQUEST NOTARY, CERTIFICATION AND AUTHENTICATION OF DOCUMENTS**

### **A. NOTARY PUBLIC**

The Consulate General provides Notary Services in respect of letters, agreements, forms and legal documents and other documents. At present, this service can only be provided by Mail.

The applicant is required to submit the original document to the Consulate General and affix his/her signature to the document, along with Valid Identification. The signature must be similar to the affixed signature on the identification being submitted.

#### **Service Fee:**

First Page: **US\$23.00**  
Subsequent Page/s: **US\$18.00**

This fee is paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (**No Checks or Cash accepted**).

### **B. CERTIFIED COPY**

The Consulate General can provide a certified photocopy of an original document. The applicant is required to provide **the original** document(s) to be certified.

#### **Service Fee:**

First Page: **US\$23.00**  
Subsequent Page/s: **US\$18.00**

This fee is paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (**No Checks or Cash accepted**).

### **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 day shipping - Twenty Dollars (**\$20.00**)
- (b) Next day/Saturday Shipping - Thirty Dollars (**\$30.00**)

**OR**

- (ii) Mail a PREPAID RETURN Envelope and Select “ENSURE SIGNATURE UPON DELIVERY” option**

**C. APOSTILLE** – Please see section on Apostille

- (i) An Apostille Stamp is used for international verification of the signature on your document/s.
- (ii) Documents legalized abroad, to be used in the Republic of Trinidad and Tobago cannot be authenticated by the Ministry of Foreign and CARICOM Affairs.
- (iii) You can request an Apostille on most official Trinidad and Tobago documents created by or signed by an official of the Republic of Trinidad and Tobago. Documents include:
  - Birth certificates.
  - Marriage certificates.
  - Death certificates.
  - Powers of Attorney.
  - Certified copies of Articles of Incorporation or LLC.
  - Court issued documents.
  - Educational certificates.
  - Notarized documents (signed by a Trinidad and Tobago Notary). Certificates of Non-impediment. Statutory declarations.
  - Certificates of Good Character.
  - Free Sale Certificates.
  - Certificates of Origin.

**How much does it cost?**

- The cost for obtaining an Apostille through this Consulate General is a **\$5.00** service charge
- 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).**