



**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: cgnycnsulateinfo@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.

The applicant is required to submit the original document to the Consulate General and affix his/her signature to the document **in the presence of** the Notary at the Consulate General. Examples of documents which are notarized include letters, agreements, forms and legal documents.

There is a service fee of US\$12.00 (per signature page), which is to be paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (No Checks or Cash accepted).

Applicants may visit the Consulate General any Monday to Friday from 8:00am to 2:00pm except Consulate General holidays<sup>1</sup> (see <https://foreign.gov.tt/cgnewyork> for a list of current holidays) to access this service.

No appointment is necessary.

The service is a same day service.

### **B. CERTIFIED COPY**

The Consulate General can provide a certified photocopy of an original document.

The applicant is required to provide **the original and a legible photocopy** of the document(s) to be certified.

There is a service fee of US\$12.00 (per signature page), which is to be paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (No Checks or Cash accepted).

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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

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

An Apostille Stamp is used for international verification of the signature on your document/s.

Documents legalized abroad, to be used in the Republic of Trinidad and Tobago cannot be authenticated by the Ministry of Foreign and CARICOM Affairs.

The document should bear the Apostille stamp of the country from which it emanated and will be recognized by the Government of the Republic of Trinidad and Tobago.

An Apostille consists of the following:

- Name of the country from which the document emanates.
- Name of the person signing the document.
- The capacity in which the person signing the document has acted.
- Place of certification.
- Date of certification.
- The authority issuing the certificate.
- Number of certificate.
- Seal or stamp of authority issuing certificate.
- Signature of authority issuing the certificate.

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?**

- 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).
- The cost for obtaining an Apostille through this Consulate General is a \$2.00 service charge fee.