



Consulate General of the Republic of Trinidad and Tobago

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Website: www.foreign.gov.tt/cgnewyork

**GUIDELINES FOR TRANSMISSION OF DOCUMENTS TO
TRINIDAD AND TOBAGO**

Public and civil servants may submit their leave particulars (i.e. request for vacation leave, request for sick leave, requests for extension of vacation or sick leave) or resignation letters to the Consulate General for onward transmission to his/her employer.

In the case of sick leave, a medical verification certificate will have to be completed by the Consulate General. Please see [Verification of Medical Practitioner](#) section for guidelines.

The public or civil servant must submit a cover letter requesting the Consulate General to transmit the documents to his/her employer, the original letter to the employer (along with attachments if any) and two photocopies of all of the documents to the Consulate General by MAIL ONLY.

SERVICE FEE (money order ONLY): \$5.00

The documents should be mailed to the Consulate General for processing and onward transmission to the employer. Include a **self-addressed stamped envelope** if you require a copy of the document for your records.