



**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>			



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▪ Website: [www.ttcgny.com](http://www.ttcgny.com)

## **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 any Monday to Friday from 8:00 am to 2:00 pm except Consulate General holidays<sup>1</sup> (see <https://foreign.gov.tt/cgnewyork> for a list of holidays).

No appointment is necessary.

There is no fee for this service.

Alternatively, the documents can 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.

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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

