



**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: [www.foreign.gov.tt/cgnewyork](http://www.foreign.gov.tt/cgnewyork)

## **GUIDELINES FOR TRANSPORTING CREMATED REMAINS TO TRINIDAD AND TOBAGO (ACCOMPANIED)**

**Please read I. to III. carefully:**

- I. The Consulate General can only deal with the transportation of cremated remains of persons who died in one of the nine eastern seaboard states in our jurisdiction; or where the family and/or funeral agency that is making the arrangements for repatriation is located in one of the states in our jurisdiction.**
  - II. In light of the COVID-19 pandemic, funeral homes/families should refrain from making flight arrangements until they receive exemption from the Ministry of National Security. Contact the Consulate General by email, or phone (extensions 1124 or 1106) for further instructions.**
  - III. Mail All original documents.**
- 1. Documents required for sending (repatriation) cremated remains (ashes) to Trinidad and Tobago with a family member or friend.**
    1. Original Death Certificate. Please ensure that the death certificate has the correct bio data information about the deceased.
    2. Original Certificate of Cremation from the Funeral Home.
    3. Original letter from the funeral home (stating the license number of the funeral home, that the body was consigned to the funeral home on x date, was cremated on x date, at x location and the cremated remains were placed in the x container). See sample below.
    4. Original Passport of deceased person. (Trinidad and Tobago or US passport is acceptable. If not available, the original birth certificate *and supporting affidavit if applicable* of the deceased must be submitted).
    5. A money order for US \$37.00 made payable to the “Consulate General of Trinidad & Tobago”.
    6. Copy of flight itinerary of person travelling with the ashes, traveler’s name and relation to the deceased.
    7. Cellular contact numbers and address for the named traveler (USA and Trinidad and Tobago).

2. **Guidelines for providing information to the Consulate General, New York**

1. The name on the passport and death certificate must be identical. If not, you must provide the name change document, e.g. marriage certificate, divorce document, or court name change document.
2. Ensure that all relevant documents are signed, stamped and notarized as required.
3. If the flight information is **not** available at the submission of the documents, it must be provided **at least** two (2) working days prior to departing the US.
4. Where the place of birth of the deceased **was not** Trinidad and Tobago, the family is required to present adequate proof of a connection to Trinidad and Tobago that would explain the transportation of the cremated remains to the country.

3. **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.

4. **Further Information**

Call the Consulate General at (212) 682-7272 ext. 1124/1106 or send an email to [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt)

**Sample - Funeral Director Statement**

**(Funeral Home Letterhead)**

**(Insert Date)**

Consul General  
Consulate General of Trinidad and Tobago  
# 125 Maiden Lane, 4<sup>th</sup> FL.  
New York, NY 10038

**Att'n: Consular Section**

Dear Consul General,

I (name) hereby certify that I am the Funeral Director and authorized representative of (name of funeral home), a duly licensed undertaker and embalmer by the Department of Health of the State of (name of state).

I further certify that the dead body of (name of deceased), who died on (date) in (place) was consigned to (name of funeral home) and was cremated at on (date) at (place).

It should be noted that the funeral service took place on (date) and the remains were cremated on (date).

The cremated human remains were placed in a (urn/box). The (urn/box) contains only the cremated human remains of (name of deceased).

This affidavit has been prepared for presentation to the Consul General of Trinidad and Tobago.

Signature: (funeral director)  
License No. (insert no.)

Signature & Seal of Notary Public