



**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 PRIORITY 2-3 DAYS	\$24.00 \$15.00	-	\$24.00 \$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: [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt)  
▪ Website: <https://foreign.gov.tt/cgnewyork>

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

### **A. Documents required for sending (repatriation) cremated remains (ashes) to Trinidad and Tobago with a family member or friend**

1. Original Death Certificate
  - a. Please ensure 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 attached.
4. Original Passport (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 \$12.00 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 number for the named traveler (US and Trinidad and Tobago numbers).

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

1. The name on the passport and death certificate must be identical. If not, provide the name change document (e.g. marriage certificate, divorce document, 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. **The following situations require prior approval from Trinidad in order for the Consulate General to certify the documents submitted. Please note this will prolong the processing of the documents.**
  - a. Where the “Place of Birth” **was not** Trinidad and Tobago.

### C. Processing of documents

1. Submit the required documents to the Consulate General in person, any Monday to Friday from 8:00am to 2:00pm except Consulate General holidays (see <https://foreign.gov.tt/cgnewyork> for current list of holidays) or by mail.
  - a. If submitting by mail include a self-addressed pre-paid USPS/ FedEx/ UPS envelope for the return of the documents.
2. Documents are processed on the day it is received where approval from Trinidad and Tobago is **not** required and returned to the applicant.
3. Where **approval from Trinidad and Tobago is required**, the documents will be **processed after written approval is obtained, the processing time varies according to the details of the case.**

### D. 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)

### E. Travelling Tips

1. Please keep the container with the ashes (sealed) and the processed documents together.
2. On arrival in Trinidad or Tobago, declare the ashes at Customs.

### F. Useful websites

1. Burial and Crematory Services, Ministry of Local Government \_  
<http://www.localgov.gov.tt/en/MOLG/Services/Burial%20and%20cremation%20services.aspx#.U31pFvIdU1I>
2. Trinidad and Tobago Yellow Pages Online – Funeral Homes <http://tntyp.com/Trinidad/FUNERAL-HOMES>

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 Sir/Madam,

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