



**Consulate General of the
Republic of Trinidad and Tobago**

Tel: (212) 682-7272
Fax: (212) 232-0368
E-mail: cgnyconsulateinfo@foreign.gov.tt

125 Maiden Lane
4th 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
Effective September 03, 2018			



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•Email: cgnyconsulateinfo@foreign.gov.tt •Website: <https://foreign.gov.tt/cgnewyork>

GUIDELINES FOR SENDING HUMAN REMAINS TO TRINIDAD AND TOBAGO

A. Documents required for sending (repatriating) human remains (body of the deceased) to Trinidad and Tobago

1. Original Passport of the deceased (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.).
2. Original death certificate and one 'work copy' of the death certificate.
3. Document entitled – “Exemplification of Birth or Death Record” issued by the US Department of Health.
4. Document entitled - “Permit To Dispose Of or Transport Human Remains” issued by the United States Department of Health.
5. Letter of non-communicable disease issued by the US Department of Health (If the letter is issued by a medical institution, the letter **must** be signed by the medical practitioner and be notarized.).
6. Letter describing the embalming procedure prepared by the funeral home.
7. Photocopy of the Funeral Director license or Pocket Card Registration of person signing the letter of embalming.
8. A money order for US \$12.00 made payable to the “Consulate General of Trinidad & Tobago”.
9. Name of contact, address, telephone number and email address of the receiving funeral home in Trinidad and Tobago.

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. The cause of death must be stated as well as the name of the cemetery where the body is to be interred.
3. The name of the cemetery **must** be the official name of the cemetery (not a 'common name') and **it must be spelled correctly**. Speak with the family member, funeral home in Trinidad and Tobago or the Consulate General if you need clarification.
4. The Death Certificate must state that the body is to be buried **not** cremated. Trinidad and Tobago does not allow repatriated human remains to be cremated.
5. Ensure that all relevant documents are signed, stamped and notarized as required.
6. **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" of the deceased is **not** Trinidad and Tobago.
- b. Where the cause of death is **not** stated on the death certificate.
- c. Where the death is a result of a **communicable disease**.
- d. Where the autopsy result is "inconclusive" but a non-communicable disease letter was provided.

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 holidays¹ (see website 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. Subsequent to the Consulate General processing the documents, the funeral home in Trinidad and Tobago requires one to two business days to obtain documents from the Ministry of Foreign Affairs, Ministry of National Security, Ministry of Health and Customs Division to convey same to the funeral home in the USA **prior** to the confirmation of the flight to Trinidad and Tobago.
4. 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 consulate@ttcgny.com.

¹ The Consulate General is closed to the public at 12 Noon on the first and third Thursday of every month

E. Useful websites

1. Burial and Crematory Services, Ministry of Local Government _
<http://www.localgov.gov.tt/en/MOLG/Services/Burial%20and%20cremation%20services.aspx#.U31pFvldU1I>
2. Trinidad and Tobago Yellow Pages Online – Funeral Homes <http://tntyp.com/Trinidad/FUNERAL-HOMES>
3. Caribbean Airlines Cargo <http://caribbean-airlines.com/index.php/products-a-services/our-services/human-remains>
4. American Airlines Cargo _
<https://www.aacargo.com/learn/humanremains.html>
5. US Airways Cargo <http://www.usairways.com/en-US/contact/cargo.html>