



**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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Tel.: (212)682-7272 ▪ Fax: (212)232-0368 ▪ e-mail: cgnyconsulateinfo@foreign.gov.tt ▪
Website: <https://foreign.gov.tt/cgnewyork>

GUIDELINES TO REQUEST AN APOSTILLE (AUTHENTICATION STAMP)

A. GENERAL GUIDELINES

1. An Apostille is an authentication stamp attached to certain official documents issued in Trinidad and Tobago for use in foreign countries which are party to the Hague Apostille Convention.
2. For a list of countries party to the Hague Apostille Convention, please check the following website <https://www.hcch.net/en/states/authorities>.
3. In Trinidad and Tobago an Apostille is only issued by the Registrar General's Department **or** the Ministry of Foreign and CARICOM Affairs.
4. **ALL** fees are to be paid by **Money Order only** and made payable to "**Consulate General of Trinidad and Tobago**" (No Checks or Cash accepted).
5. The cost for obtaining an Apostille through this Consulate General is a \$2.00 service charge fee.
6. Examples of documents which an Apostille can be applied to include:
 - Birth/Marriage/Adoption/Death certificates
 - Certificate of Non-Impediment
 - Certificate of Character
 - Court issued documents
 - Education certificates
 - Power of Attorney
 - Certified copies of Articles of Incorporation or LLC
 - Notarized documents (signed by a Trinidad and Tobago Notary)
 - Free Sale Certificate
 - Certificate of Origin

B. DOCUMENTS REQUIRED TO APPLY FOR AN APOSTILLE IN PERSON

1. Two (2) completed "Request for an Apostille" form.
2. The original and two (2) photocopies of a **VALID** photo identification (ID), (Example: Driver's License, State Identification Card, Alien Registration Card, Passport or Certificate of Citizenship from Trinidad and Tobago **or** US).
3. The **original** document(s) that require an Apostille.
4. Money order for service fee (see **A4 and A5** above).

C. DOCUMENTS REQUIRED TO APPLY FOR AN APOSTILLE BY MAIL

1. All documents listed at **Section B** above. •
Ensure application form is **notarized**.
2. If you want the document(s) mailed to you, include postage fees or a prepaid envelope (see **Section E**).

D. APPLICATION PROCESS

1. On receipt of the completed form and fee the documents are forwarded to the respective Ministry (Registrar General's Department, Ministry of Legal Affairs **or** Ministry of Foreign and CARICOM Affairs).
2. The certificate(s)/document(s) will be stamped accordingly and returned to the Consulate General in New York. This process takes **approximately** three (3) to six (6) weeks.
3. Upon receipt of the certificate(s)/document(s), the applicant is notified by telephone or email that the certificate(s)/document(s) is/are ready for collection or mailing.
4. Applicants are also **encouraged** to check on the status of their request with the Consulate General via the following:-
 - by contacting the officers at 212-682-7272 x 1106 or 1124
 - by sending an email to cgnycertificates@foreign.gov.tt

E. COLLECTION/MAILING OF THE CERTIFICATE(S)/DOCUMENT(S)

Certificate(s)/document(s) can either be **Collected** at the Consulate General or **Mailed** to the applicant (once the appropriate postage is provided or fees paid).

Collection at the Consulate General in New York

1. Visit the Consulate General from Monday to Friday between 8:00am to 2:00pm (*excluding Consulate General holidays¹, see website for list*).
2. Bring your valid photo identification and the receipt.
3. If you need someone else to pick up the certificate, provide that person with a completed "**Third Party Authorization Form**" (see website), the receipt and a copy of **your** valid photo identification. The authorized person should also have his/her original valid photo identification with them.

Mailed - (Choose ONE Option)

1. Mail a money order for US\$12.00 (FedEx postage fee, delivery in 2 - 3 business days). If selected, someone needs to be available to sign for the package.
2. Mail a USPS stamp for Express Mail (*Eff. Jan 17, 2016 price is US\$22.95, delivery in 1 - 2 days*).
3. Mail a USPS stamp for Priority Mail (*Eff. Jan 17, 2016, price is US\$6.45, delivery in 2 - 3 days*).
4. Mail a **PREPAID** USPS Express Mail/Priority Mail/UPS/ **or** FedEx envelope.

¹ The Consulate General is closed to the public at 12:00 Noon on the first and third Thursday of every month



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REQUEST FOR AN APOSTILLE (AUTHENTICATION STAMP)

SECTION A – APPLICANT INFORMATION

First Name : _____ Last Name: _____
 Address : _____
 Telephone : (Home) _____ (Cell): _____
 E-mail : _____
 Valid I.D. : _____
(Type, number, place of issue, expiration date)

SECTION B – APOSTILLE INFORMATION

I would like to request an Apostille on the following **original** Trinidad and Tobago document(s):

- | | | |
|--|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Adoption Certificate | <input type="checkbox"/> Marriage Certificate |
| <input type="checkbox"/> Death Certificate | <input type="checkbox"/> Certificate of Non Impediment | <input type="checkbox"/> Certificate of Character |
| <input type="checkbox"/> Education Certificate | <input type="checkbox"/> Other: _____ | |

The total number of documents an Apostille is requested for is _____.
(Insert number)

SECTION C - AUTHORISATION

I, _____ (name), hereby authorize the Consulate General in New York to obtain an Apostille on the attached certificate(s)/document(s).

Date: _____
 Signature: _____
 Notary Signature & Stamp: _____

<u>FOR OFFICIAL USE</u>	
Fee:	_____
Receipt No.:	_____
Date:	_____

NB: This document should only be NOTARIZED if applying by MAIL only.
 If applying in person at the Consulate General, this form **DOES NOT** require a signature of a Notary Public.