



**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 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
Effective September 03, 2018			



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Website: <https://foreign.gov.tt/cgnewyork>

GUIDELINES FOR APPLYING FOR AN EMERGENCY TRAVEL DOCUMENT

A. GENERAL GUIDELINES

1. An Emergency Certificate (EC) is a document issued to a Trinidad and Tobago citizen who does not have a valid passport and who needs to travel to Trinidad and Tobago for URGENT reasons (e.g. death in the family)
 - a. An adult (18 years and older) can apply for their own EC.
 - b. The parent or legal guardian of a child (persons under 18 years of age) may apply for an EC on the child's behalf.
2. If the intended travel is rescheduled later than the original date of travel the applicant must return the EC to the Consulate General and obtain a new one.
3. If travel is cancelled the bearer must return the EC to the Consulate General.
4. Applications must be submitted in person to the Consulate General.
5. The applicant must obtain a passport while in Trinidad and Tobago in order to return to the USA.
6. An EC does not entitle the bearer to an expedited passport process in Trinidad and Tobago.

B. DOCUMENTS REQUIRED

1. **Applicant with an expired Trinidad and Tobago passport**, submit the following documents:
 - a. Completed application Form for Trinidad and Tobago Emergency Travel Document (form to be completed by parent/legal guardian for children under 18 years of age)
 - b. Original Trinidad and Tobago passport and one (1) colour photocopy of bio-data page of passport (page with passport photo)
 - c. Original and one (1) photocopy US Permanent Resident card (If applicable)
 - d. Two (2) passport sized photographs (See Photograph Guidelines)
 - e. Photocopy of a confirmed airline ticket/travel itinerary
 - f. Money order for \$22.00 payable to 'Consulate General of Trinidad & Tobago'
 - g. Other documents may be required at the time of interview.

2. Applicant whose Trinidad and Tobago passport has been lost, submit the following documents:

- a. Completed application Form for Trinidad and Tobago Emergency Travel Document (form to be completed by parent/legal guardian for children under 18 years of age)
- b. Request for Passport Information form
- c. Affidavit Concerning Circumstances with Regard to Lost/Damaged Passport Form
- d. Original and one (1) coloured copy of the computerized Trinidad and Tobago birth certificate
- e. Name change document - e.g. Deed Poll, Court Order, Marriage Certificate, Divorce Decree
- f. Original and one (1) coloured copy of a valid ID (if available)
- g. Original and one (1) coloured copy of US Permanent Resident card (if applicable)
- h. Two (2) passport sized photographs (See Photograph Guidelines)
- i. Copy of a confirmed airline ticket/travel itinerary
- j. Money order for \$54.00 payable to 'Consulate General of Trinidad & Tobago'
- k. Other documents may be required at the time of interview.

C. Photograph Specification

- The photo shall be not more than 6 months old.
- The applicant shall be looking at the camera with a neutral expression, (no smiling) and their mouth closed
- The face should take up 70-80 percent of the vertical dimension.
- Photo should be in sharp focus, of high quality.
- Photo should show applicant looking directly at camera.
- Photo should be in color, showing skin tone naturally with a white background
- Photo should be on high quality paper with high resolution.
- Photo size must be at least 2 in. x 2 in.
- Photo should show a close-up of the applicant's head and top of the shoulders.

D. PROCESSING AND COLLECTION

1. The processing of an Emergency Certificate is approximately five (5) business days.
2. If, you would like the EC mailed to you, submit a money order for \$12.00 to the 'Consulate General of Trinidad and Tobago'.

An EC does not entitle the bearer to an expedited passport process in Trinidad and Tobago.



APPLICATION FORM FOR TRINIDAD AND TOBAGO EMERGENCY TRAVEL DOCUMENT

PLEASE PRINT INFORMATION IN BLOCK LETTERS
USING DARK BLUE OR BLACK INK PEN

WARNING TO ALL APPLICANTS AND RECOMMENDERS
Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to fine and imprisonment.

FOR OFFICIAL USE ONLY

DOCUMENT #	REASON FOR APPLICATION	DATE OF ISSUE	CITIZEN []
ORIGIN	RECEIPT #	VALID TO	RESIDENT []
PRE-PAID SHIPPING	DATED	PICK UP	OTHER []

1. NAME TO APPEAR IN DOCUMENT (APPLICANT OR CHILD)

SURNAME _____

FIRST NAME _____

MIDDLE NAME(S) _____

MAIDEN NAME _____

FORMER NAME

SURNAME _____

FIRST NAME _____

MOTHER'S MAIDEN NAME

SURNAME _____

2. PERSONAL INFORMATION OF DOCUMENT HOLDER

PHOTOGRAPH

DATE OF BIRTH _____ / _____ / _____ SEX MALE [] FEMALE []

Day Month Year

PLACE OF BIRTH _____

TOWN / CITY

COUNTRY

HEIGHT (CM) _____ EYE COLOUR _____

HAIR COLOUR _____

MARITAL STATUS : SINGLE [] MARRIED [] WIDOWED [] DIVORCED []

SEPARATED [] OTHER []

OCCUPATION / PROFESSION _____

HOME ADDRESS

Street Name Town/ City

Town/ City Zip Code Country

MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)

Street Name Town/ City

Town/ City Zip Code Country

WORK ADDRESS, OR IF RESIDENT ABROAD, LOCAL ADDRESS

Street Name Town/ City

Town/ City Zip Code Country

NAME OF FIRM / ORGANIZATION

HOME TEL. NO. _____ / OFFICE TEL. NO. _____

I solemnly declare that :

- (i) I am a Citizen / Resident of Trinidad and Tobago,
- (ii) The statements made in this application are true,
- (iii) The photographs enclosed are a true likeness of me
- (iv) I do not have nor am I in possession of a valid travel document at this time and
- (v) I know the recommender for at least three years.

Signature of Applicant or Child



Dated _____ / _____ / _____ I.D. _____ Date Of Issue _____ / _____ / _____

Day Month Year Day Month Year

DO NOT BEND OR FOLD

3. DECLARATION OF APPLICANT ON BEHALF OF A MINOR (UNDER THE AGE OF 18 YEARS)

I, *FIRST NAME* _____

SURNAME _____

Solemnly declare that I am the _____ of the child whose name is
(RELATIONSHIP)

FIRST NAME _____

SURNAME _____

I also declare that the statements made in this application are true, the photographs enclosed are a true likeness of the child and I have know the recommender for at least three years.

DATED _____ Signature of Parent/ legal Guardian →



4. DECLARATION OF RECOMMENDER * (To be completed by the Recommender Only) *

I, *FIRST NAME* _____

SURNAME _____

Solemnly declare that I am a commonwealth citizen and to the best of my knowledge and belief, all statements made in this application form are true. I make this declaration from my knowledge of the applicant whose name is :

NAME OF APPLICANT

FIRST NAME _____

SURNAME _____

Whom I have known personally for _____ years.

MY OCCUPATION _____

NAME OF FIRM / ORGANIZATION AND ADDRESS

Name of Firm / Organization

Street Name Town/ City

Town /City Zip Code Country

OFFICE TEL. NO. _____ **HOME TEL. NO.** _____

Dated _____
Day Month Year

I.D. / D.P. / PASSPORT # _____

Date of Issue _____
Day Month Year

Signature of Recommender →



5. FOR OFFICIAL USE ONLY

Birth / Baptismal Certificate Applicant seen by

Naturalization Certificate Approved By

Adoption Certificate Document Written

Registration Certificate Document signed by

Decree Absolute

Marriage Certificate Approving Officer's Stamp

Sworn Declaration

Deed Poll

Others

6. SPECIMEN SIGNATURE OF HOLDER WHICH WILL BE DETACHED AND AFFIXED TO THE TRAVEL DOCUMENT.

