



# EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

1708 Massachusetts Avenue N.W., Washington D.C. 20036  
Phone: (202)-467-6490 Email: [embdcimmigration@foreign.gov.tt](mailto:embdcimmigration@foreign.gov.tt)

## GUIDELINES AND CONDITIONS FOR ISSUANCE OF AN EMERGENCY CERTIFICATE

An **Emergency Certificate (E.C.)** is a document issued to Trinidad and Tobago citizens for the purpose of **URGENT, DIRECT, ONE-WAY** travel to Trinidad and Tobago. Emergency Certificates are **ONLY** issued to persons who already possess a Trinidad and Tobago Machine Readable passport (MRP). *The document is issued at the discretion of the Immigration Attaché* assigned to the Embassy. Prior to submitting an application for an Emergency Certificate, applicants are advised to first contact the Embassy's Immigration Department at 202-467-6490 or [embdcimmigration@foreign.gov.tt](mailto:embdcimmigration@foreign.gov.tt) for required information.

The Emergency Certificate (travel document) is valid **only** for **direct, one-way** travel to Trinidad and Tobago based on the date stated on itinerary. **It is not for domestic travel within the United States.**

- If the intended travel is rescheduled later than seven days from original travel date, the bearer must immediately notify the issuing office.
- If travel arrangements are cancelled this document must be returned to the issuing office.

### CHECKLIST FOR EMERGENCY CERTIFICATE:

- Completed application form.
- Trinidad and Tobago Machine Readable passport.
- Computer Generated Birth or Adoption Certificate.
- Document(s) showing proof of emergency.
- Coloured copy of relevant *valid* identification.
- Marriage Certificate(s) and Divorce Decree(s), applicable to women.
- Name Change document or Deed Poll
- Two (2) Passport photos 2" x 2", white background.
- Proposed Travel Itinerary.
- Additional documents may be required on a case-by-case basis.*
- **PAYMENTS:** All payments must be made payable to "*Embassy of Trinidad and Tobago*" by money order
  - a money order for **US\$38.00**
  - A money order in the amount of **US\$30.00** (subject to change) must be submitted for service within the United States. *Applicants outside of the United States must provide a Prepaid Label/Air Way Bill that covers return mailing.* All applications must be accompanied by a letter of authorization permitting the mailing of your passport. The authorization letter must include *full name* (addressee), *full address* of where the package should be mailed and a valid *contact number*. The authorization letter can also be found on our website at [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington) (Document – 13).

An Emergency Certificate is **NOT A PASSPORT**. It must be surrendered to the Immigration Officer at the first port of entry into Trinidad and Tobago. A passport **must** be obtained for future travel. The issuance of an Emergency Certificate **does not permit** the bearer to an **expedited passport process**.

I, \_\_\_\_\_ have read and understood the above guidelines and conditions when traveling on an Emergency Certificate and understand that it's issuance is for the sole purpose of **one-way emergency travel only** to the Republic of Trinidad and Tobago.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPLICATION FOR AN EMERGENCY CERTIFICATE

APPLICANT’S  
PHOTO

FOR OFFICIAL USE ONLY

E.C.NO: .....

DATE OF ISSUE: .....

MR./MRS./MS. \_\_\_\_\_  
Surname First Name Middle Initial

MAIDEN NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Women Only

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Apt  
City State Zip

OCCUPATION/PROFESSION: \_\_\_\_\_

REASON FOR APPLYING FOR AN EMERGENCY CERTIFICATE: \_\_\_\_\_  
\_\_\_\_\_

PASSPORT NO: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ PLACE OF ISSUE: \_\_\_\_\_

DO YOU HOLD CITIZENSHIP OF ANY OTHER COUNTRY? YES( ) NO( )

IF YES STATE COUNTRY AND DATE OF ACQUISITION OF FOREIGN CITIZENSHIP

COUNTRY: \_\_\_\_\_ DATE OF ACQUISITION: \_\_\_\_\_

FLIGHT NO: \_\_\_\_\_ PROPOSED DATE OF DEPARTURE: \_\_\_\_\_

PORT OF DEPARTURE: \_\_\_\_\_

DATE: \_\_\_\_\_ APPLICANT’S SIGNATURE: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE  
(FOR OFFICIAL USE ONLY)

DOCUMENTS PRODUCED:

BIRTH CERTIFICATE ( ) PASSPORT ( )

MARRIAGE CERT. ( ) MRP # \_\_\_\_\_

OTHER DOCUMENTS: \_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE OF ISSUE: \_\_\_\_\_