



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

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## GUIDELINES FOR THE APPLICATION AND ISSUANCE FOR AN EMERGENCY CERTIFICATE (EC)

The Consulate General in New York exercises consular jurisdiction in the following states of the eastern seaboard of the United States of America – Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont. All of the other states are covered by our Embassy in Washington, D.C. and the Consulate General in Miami.

EMERGENCY CERTIFICATE (EC) APPLICATIONS MUST BE  
MAILED TO THE CONSULATE GENERAL OF THE REPUBLIC  
OF TRINIDAD AND TOBAGO

## **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 for the sole purpose of URGENT ONE-WAY travel to Trinidad and Tobago reasons may include e.g. death in the family. An adult (18 years and older) can apply for his/her own EC. 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 travel is either rescheduled or cancelled, the bearer must return the EC by post or in person, to the Consulate General.
3. This document must not be tampered with in any manner.
4. The applicant must obtain a passport in order to return to the United States. If the applicant intends to collect a passport which he/she applied for at the Consulate General in New York, while in Trinidad and Tobago, he/she must notify the Consulate General in writing so the Consulate can liaise with the Immigration Division in Port of Spain to coordinate the pick-up. The Consulate General cannot guarantee that the passport will be processed by the date the applicant intends to leave Trinidad and Tobago. If applying for a Machine Readable Passport for the first time in Trinidad and Tobago, an appointment is required. It is the responsibility of the applicant to make an appointment there prior to travelling to Trinidad and Tobago.
5. An EC does not entitle the bearer to an expedited passport process in Trinidad and Tobago. (a.) The minimum time required to obtain an expedited passport in Trinidad and Tobago is five (5) business days; the actual time is dependent on the application details. (b.) In Trinidad and Tobago the cost of the passport is TT\$500.00. The expedited fee is an additional TT\$600.00.

## **B. DOCUMENTS REQUIRED TO APPLY FOR AN EMERGENCY CERTIFICATE (EC)**

1. EC for an ADULT who has an EXPIRED Trinidad and Tobago passport. The following documents must be submitted:
  - a. Completed application Form for Trinidad and Tobago Emergency Travel Document.

- b. Original Trinidad and Tobago passport and one (1) colored photocopy of bio-data page of passport (page with passport photo).
- c. Original and one (1) colored photocopy of United States of America (US) Permanent Resident card (if applicable).
- d. Two (2) passport size photographs (see Photograph specification below).
- e. Photocopy of the confirmed airline ticket/travel itinerary.

2. EC for an ADULT whose passport has been LOST, STOLEN or MUTILATED. The following documents must be submitted:

- a. Completed application Form for Trinidad and Tobago Emergency Travel Document.
- b. Completed Notification Form for a Lost, Stolen or Mutilated T & T passport.
- c. Request for Passport Information form.
- d. Affidavit concerning circumstances with regard to Lost/Mutilated passport form.
- e. Original and one (1) colored photocopy of the computerized Trinidad and Tobago birth certificate.
- f. Name change document - e.g. Court Order (Legal Name Change document), Deed Poll(s), Marriage certificate(s), Judgment of Divorce/Decree Absolute (if applicable).
- g. Original and one (1) colored photocopy of a valid ID (if available).
- h. Original and one (1) colored photocopy US Permanent Resident card (if applicable).
- i. The Verification of Identity of Applicant Form (if no VALID ID is available).
- j. Three (3) passport size photographs (see Photograph specification below).
- k. Photocopy of the confirmed airline ticket/travel itinerary.

3. EC for a CHILD who has an EXPIRED Trinidad and Tobago passport. The following documents must be submitted:

- a. Documents listed at B. 1. (a-e) above.
- b. Parent or legal guardian must complete the application form.
- c. Original and one (1) colored photocopy of the following documents: - (i) Child's Birth Certificate. (If the child was born in Trinidad and Tobago, it must be the computerized birth certificate). (ii) Applicant, i.e. the parent/legal guardian's valid Trinidad and Tobago ID or State issued ID. (iii) Name change document (e.g. Deed Poll, court name change document, Marriage Certificate, Judgement of Divorce/Decree Absolut - if applicable) (iv) Custody documents (if applicable) (v) Original notarized "Consent Authorization Letter" by parent (if applicable).

4. EC for a CHILD whose Trinidad and Tobago passport has been LOST, STOLEN or MUTILATED. The following documents must be submitted:

- a. Documents listed at B. 2. (a-k) above.
- b. Parent or legal guardian must complete the application form.
- c. Request for Passport Information form.
- d. Affidavit concerning circumstances with regard to Lost/Mutilated Passport form.
- e. Original and one (1) colored photocopy of the following documents:- (i) Child's Birth Certificate. (If the child was born in Trinidad and Tobago, it must be the computerized birth certificate). (ii) Applicant i.e. parent/legal guardian's valid Trinidad and Tobago ID or State issued ID. (iii) Name change document (e.g. Deed Poll, court name change document, Marriage Certificate, Judgement of Divorce/Decree Absolute - if applicable) (iv) Custody documents (if applicable) (v) Original notarized "Consent Authorization Letter" by parent (if applicable).

**NB: OTHER DOCUMENTS MAY BE REQUESTED IF NECESSARY. ONE (1) COLOURED COPY OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS.**

### **C. PHOTOGRAPH SPECIFICATION**

The photo shall be not more than six (6) months old. Photo should show applicant with eyes open, clearly visible and mouth closed. There should be no hair on forehead or obscuring the eyes, ears or part thereof. Applicant should be shown facing square to the camera not looking over one shoulder (portrait style) and with a neutral expression (no smiling). Applicant's head should be upright so that an imaginary horizontal line drawn between the center of the eyes is parallel to the edge of the picture. Both edges of the face should be clearly visible. **BACKGROUND MUST BE WHITE.** The lighting should be even, with no shadows or reflection on face. The photo must be taken without glasses or contact lens (clear lens included). Headdress shall be accepted only in keeping with religious customs or for medical reasons. There shall be **NO** markings, tattoos or piercings on any part of the applicants face as to obscure an even appearance on the portrait. Photo must be in color and photo size must be at least 2 inches x 2 inches.

### **D. EC APPLICATION & POSTAGE FEES**

The following fees **MUST** be paid by **MONEY ORDER ONLY** and made payable to "Consulate General of Trinidad and Tobago".

1. EC for an EXPIRED passport - **Twenty-Five Dollars (\$25.00).**
2. EC for a LOST/STOLEN/MUTILATED passport **Forty-Five Dollars (\$45.00).**
3. **Postage via FedEx:**  
Postage - **Thirty Dollars (\$30.00)**

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### **E. PROCESSING TIME**

1. It takes five (5) business days to process an EC from the date that your application reaches the Consulate.