



Consulate General of the Republic of Trinidad and Tobago
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GUIDELINES FOR APPLYING FOR AN EMERGENCY CERTIFICATE (EC)

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 his/her 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 to a date later than the original date of travel, the applicant **must** contact the Consulate General via phone or email cgnymailroom@foreign.gov.tt.
3. If travel is cancelled, the bearer **must** return the EC to the Consulate General.
4. **Application for an EC must be submitted in person to the Consulate General, Monday to Friday during the hours of 8:00 am to 12:00 noon with the exception of Consulate General's holidays. It takes five (5) business days to process.**
5. The applicant **must** obtain a passport in order to return to the United States.
 - a. If the applicant intends to pick up 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 it 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.
 - b. If the applicant intends to apply for a new passport **while in** Trinidad and Tobago, he/she is advised to contact the Consulate General prior to travelling to ensure he/she has all the documents required to apply for a new passport.
 - c. If applying for a machine readable passport for the first time in Trinidad and Tobago, an appointment is required. Please call 868-225-4664 to make an appointment prior to travelling to Trinidad and Tobago.
6. **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\$250.00. The expedited fee is an **additional** TT\$300.00.

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) coloured photocopy of bio-data page of passport (***page with passport photo***)
 - c. Original and one (1) coloured photocopy of US Permanent Resident card (***if applicable***)
 - d. **Two (2)** passport size photographs (***see Photograph specification below***)
 - e. Photocopy of a confirmed airline ticket/travel itinerary

2. ***EC for an ADULT who has LOST/STOLEN/MUTILATED his/her Trinidad and Tobago passport***. 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/Damaged Passport form
 - e. Original and one (1) coloured 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), Judgement of Divorce/Decree Absolut (***if applicable***)
 - g. Original and one (1) coloured photocopy of a valid ID (***if available***)
 - h. Original and one (1) coloured 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 a 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)
 - b. Parent or legal guardian must complete the application form
 - c. **Original and one (1) coloured 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/MUTILATED***. The following documents must be submitted:
 - a. Documents listed at **B 2** (a-k)
 - b. Parent or legal guardian must complete the application form
 - c. Request for Passport Information form
 - d. Affidavit Concerning Circumstances with Regard to Lost/Damaged Passport form

- e. **Original and one (1) coloured 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 Absolut - if applicable)*
 - (iv) Custody documents *(if applicable)*
 - (v) Original notarized "Consent Authorization Letter" by parent *(if applicable)*.

NB: **OTHER DOCUMENTS MAY BE REQUESTED AT THE TIME OF INTERVIEW. ONE (1) COLOURED COPY OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS.**

C. PHOTOGRAPH SPECIFICATION

- The photo shall be **not more than** 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 colour and photo size must be at least 2" x 2".

D. EC APPLICATION & POSTAGE FEES

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

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| 1. EC for an <u>EXPIRED</u> passport | - Twenty-Five Dollars (US\$25.00) |
| 2. EC for a <u>LOST/STOLEN/MUTILATED</u> passport | - Forty-Five Dollars (US\$45.00) |
| 3. Postage via FedEx | - Fifteen Dollars (US\$15.00) 2 to 3 days shipping |
| <i>(if required)</i> | - Twenty-Four Dollars (US\$24.00)
<i>Next day/Overnight Shipping</i> |

E. PROCESSING

1. It takes five (5) business days to process an EC. The applicant's visit the Consulate General from **8:00am to 12:00 noon** with the exception of Consulate General's holidays in order to submit the EC application.
2. If you would like the EC to be mailed to you, please note the postage fees above.