



High Commission for the Republic of Trinidad and Tobago
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INSTRUCTIONS: SHIPPING HUMAN OR CREMATED HUMAN REMAINS TO TRINIDAD AND TOBAGO

GENERAL

The High Commission for the Republic of Trinidad and Tobago, Ottawa can assist in the preparation of documents for the shipping of human or cremated human remains to the Republic of Trinidad and Tobago. There are usually three types of requests submitted under this application, i.e.

- A. Importation of human remains to Trinidad and Tobago of Deceased Nationals;
- B. Repatriation of cremated ashes to Trinidad and Tobago of Deceased Nationals; and
- C. Importation of Human Remains to Trinidad and Tobago of Deceased Non-Nationals

Please consult with the checklists below to determine the information required to process the relevant request. Once the High Commission is in receipt of the required documents, it will proceed to authenticate and place a stamp of the High Commission on each copy. The Mission submits the request to the respective officials in Trinidad and Tobago and provides the applicant with a Letter of Authenticity, along with supporting authenticated documents that must accompany the human remains being shipped to Trinidad and Tobago.

A. CHECKLIST FOR SHIPPING HUMAN REMAINS OF A DECEASED NATIONAL TO TRINIDAD AND TOBAGO

If a Trinidad and Tobago national dies overseas and the family wishes to have the body shipped to Trinidad and Tobago for burial, please note that the following documents are required to process this request:

- Three (3) Original copies of the Death Certificate;
- Three (3) Original copies of the Medical Certificate of Death;
- One (1) Original copy of the Burial Permit
- One (1) Original certificate verifying the embalming of the body in accordance with health regulations;
- One (1) Original letter from the deceased's doctor, coroner or hospital stating that there was no communicable disease (including Covid 19) at the time of death; Note this letter should be signed by a medical practitioner and be submitted on an official letterhead **and be notarized** to ensure authenticity;
- A confirmed negative PCR Covid 19 test result for the deceased;
- One (1) Original certificate for the shipment of a body outside Canada;
- Letter from the Board of Funeral Services, indicating that the Funeral Director's License is valid and in good standing;
- Original Trinidad and Tobago passport of the deceased;
- Details of airline arrangements for the repatriation of the deceased, in this case, a letter from the Funeral Home outlining the ***TENTATIVE / PROPOSED*** travel arrangements, i.e. the airline schedule, name, address and phone number of the funeral home and the representative that will be receiving the remains;
- Name, Address, Phone and Facsimile of the Consignee;
- Money order payable to the "T&T High Commission" in the amount of CAN \$20.00

B. CHECKLIST FOR SHIPPING OF CREMATED HUMAN REMAINS OF A DECEASED NATIONAL TO TRINIDAD AND TOBAGO

If a Trinidad and Tobago national dies overseas and the family wishes to have the cremated remains shipped to Trinidad and Tobago for burial, please note that the following documents are required to process this request:

- Three (3) original copies of the Death Certificate;
- Three (3) original copies of the Certificate of Cremation;
- Letter from the Funeral Home confirming that the urn contains only the cremated remains (ashes) of the deceased;
- Funeral Director's Statement of Death;
- Trinidad and Tobago passport of the deceased (for cancellation) ;
- Letter from the person accompanying the remains outlining the **proposed / tentative details** of airline arrangements of the person accompanying the cremated remains; include the traveller's name and their relation to the deceased;
- Notarized copy of the bio data page of the valid passport of the person accompanying the remains;
- If the remains are unaccompanied, then please provide the name, address and phone number of the receiving funeral home, as well as the name of the person acting on behalf of the funeral home that will be receiving the remains of the deceased;
- Money order payable to the "T&T High Commission" in the amount of CAN \$20.00

Kindly note that the Comptroller of Customs currently requires a three (3) week advance notice of impending arrival.

In addition, please ensure that the urn is a receptacle with a lid that is cemented or sealed and is wrapped in packaging material. A death certificate and a certificate of cremation can be attached to the receptacle ahead of transport.

C. CHECKLIST FOR SHIPPING OF HUMAN / CREMATED REMAINS OF A NON-NATIONAL TO TRINIDAD AND TOBAGO

Requests for the shipment of human / cremated human remains of a non-national to Trinidad and Tobago requires the approval of the Trinidad and Tobago authorities PRIOR to making travel arrangements.

The immediate relative of the deceased must have ties to Trinidad and Tobago and is required to submit a letter addressed to the Permanent Secretary, Ministry of National Security. The information provided must include the name of the deceased, his/her nationality at time of death, relationship to the deceased and reason for requesting that the deceased be interred in the Republic of Trinidad and Tobago. The letter must also state what ties the deceased had to Trinidad and Tobago.

Once approval has been granted, the steps as outlined above should be followed.

COLLECTION OF CERTIFICATE

- Only the applicant or an appointed representative can collect the requested Certificate(s). If using a representative, said person **MUST** present a valid form of Government issued identification and a notarized letter from the applicant advising that they are the applicant's authorized representative.
- Applicants opting for mail services must submit at the time of their application, **a PREPAID self-addressed envelope, Minimum Size 8 ½" x 11"** to have the requested documents sent via courier. Please consult with a courier service for the relevant costs.