



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:

- One (1) original Death Certificate;
- One (1) original Medical Certificate of Death;
- One (1) original Burial Permit;
- One (1) original certificate verifying the embalming of the body in accordance with health regulations;
- One (1) original signed 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;
- 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 (for cancellation) which **MUST** have been valid at the time of death; N.B. If a valid Trinidad and Tobago passport is not available, then a copy of the Canadian Passport bio data page of the deceased, which shows the place of birth OR a copy of the birth certificate from Trinidad and Tobago can be submitted as supporting documents. **Additionally, if no valid Trinidad and Tobago passport is available, then a letter to the Permanent Secretary, Ministry of National Security is required. See Section C.**

- Details of airline arrangements for the repatriation of the deceased, in this case, an itinerary outlining the tentative/proposed travel arrangements, i.e. the airline flight information and shipping date to Trinidad and Tobago
- 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
- 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.

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:

- One (1) Original Death Certificate;
- One (1) Original Certificate of Cremation;
- Original Letter from the Funeral Home confirming that the urn contains only the cremated remains (ashes) of the deceased (must bear original stamps/ seals/signatures);
- Original Funeral Director's Statement of Death;
- Original Trinidad and Tobago passport of the deceased (for cancellation) which MUST have been valid at the time of death; N.B. If a valid Trinidad and Tobago passport is not available, then a copy of the Canadian Passport bio data page of the deceased, which shows the place of birth OR a copy of the birth certificate from Trinidad and Tobago can be submitted as supporting documents. **Additionally, if no valid Trinidad and Tobago passport is available, then a letter to the Permanent Secretary, Ministry of National Security is required. See Section C.**
- If the remains are being accompanied, please also include:
 - A letter signed by the relative / person accompanying the remains, outlining the name of traveler and relationship to deceased.
 - A flight itinerary for the person accompanying the remains outlining the **proposed / tentative details** of airline arrangements include the traveller's name, airline no., date of arrival into Trinidad and Tobago;
 - 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,
 - the proposed date of transport,
 - The name and phone contact of the person acting on behalf of the receiving 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
- 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.

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, i.e. **persons who do not hold a valid Trinidad and Tobago passport at the time of death**, requires the approval of the Trinidad and Tobago authorities PRIOR to making travel arrangements.

In addition to the documents required and outlined in either Section A or B, please note that the immediate relative of the deceased must submit a letter addressed to the Permanent Secretary, Ministry of National Security, which includes the name of the deceased, his/her nationality at the time of death, the relative's relationship to the deceased and their 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. For ease of reference, the following is the address to be used:

Permanent Secretary
Ministry of National Security
Temple Court 1,
31-33 Abercromby Street,
Port of Spain;

COLLECTION OF CERTIFIED DOCUMENTS

- Only the applicant or an appointed representative can collect the requested certified documents. 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.