



High Commission for the Republic of Trinidad and Tobago  
200 First Avenue, Ottawa, ON, K1S 2G6 (T): 613 232 2418; (F):613 232 4349; [hcottawa@foreign.gov.tt](mailto:hcottawa@foreign.gov.tt)

## **INSTRUCTIONS: APPLICATION FOR A CERTIFICATE OF NON IMPEDIMENT (FACT)**

### **GENERAL GUIDELINES**

A Certificate of Non Impediment (Fact) is a document, which states the marital status of a person, married in Trinidad and Tobago. It is normally required by foreign governments who require proof that the foreigner is not married in his/her country.

The document requires a search to be conducted by the Registrar General's Department, Ministry of Legal Affairs in the Republic of Trinidad and Tobago. In this regard, the High Commission, Ottawa requires the authorization of the applicant to proceed with the request.

In some cases, foreign governments require the placement of the Apostille Stamp to legalize the certificate for use in their country. An apostille stamp legally certifies a document for use in any country that has signed the Hague Apostille Convention. Canada is not party to this Convention, therefore if you are using this Certificate in Canada, you will not require the Apostille Stamp, however if the country that requires the Certificate is party to the Hague Apostille Convention then this Stamp will be required. Please consult with the Government officials of the country in which the Certificate is to be used to ascertain whether this is required.

### **APPLICATION CHECKLIST – IN PERSON**

- Completed **Application Form**. (see below)
- Original and notarized copies of one (1) piece of valid Government issued identification with a photo. *The High Commission accepts **valid** Canadian and/or Trinidad and Tobago issued Passports; Driver's Licenses; National/ Provincial identification cards ONLY.*  
*N.B. Canadian Health Cards are NOT accepted as valid identification*
- Payment of the associated fees. Please note that the High Commission accepts payment by Money Order ONLY, payable to the "**T&T High Commission**".

#### **FEES (in Canadian dollars) – Total \$27 CAN**

- Cost for search of marriage records- \$15 CAN
- Cost for Certificate of Non Impediment - \$9 CAN
- Diplomatic Service Charge - \$3 CAN

### **APPLICATION CHECKLIST - BY MAIL IN**

- All of the above, however you must notarize the letter of authorization and ARE NOT required to submit the original copies of supporting documents.

### **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 document sent via courier. Please consult with a courier service for the relevant costs.



**HIGH COMMISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
200 First Avenue, Ottawa, Ontario K1S 2G6 Tel: 613.232.2418 Fax: 613.232.4349  
E-mail: [hcottawa@foreign.gov.tt](mailto:hcottawa@foreign.gov.tt)

**APPLICATION FOR A CERTIFICATE OF NON IMPEDIMENT (FACT)**

**SECTION A – APPLICANT’S DETAILS AND CONTACT INFORMATION**

Title Mr.  Miss  Mrs.

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Apt. Number \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

**Telephone:**

Work (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

**Identification: (Canadian / Trinidad and Tobago valid Passport)**

Passport Number \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date of Issue \_\_\_\_\_ Date of Expiry \_\_\_\_\_

**Other Valid Photo Identification**

ID Number \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date of Issue \_\_\_\_\_ Date of Expiry \_\_\_\_\_

**SECTION B – DETAILS OF SEARCH REQUEST**

Name of Person \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_

Place of Birth (Town/Country) \_\_\_\_\_

Country where Certificate is to be used \_\_\_\_\_

No. of Certificates requested \_\_\_\_\_ Apostille Stamp requested YES  NO

**SECTION C – AUTHORISATION**

I, \_\_\_\_\_ (name), hereby authorize the High Commission for the Republic of Trinidad and Tobago, Ottawa to apply for the above Certificate of Non Impediment (Fact) **(with / without)** an Apostille Stamp on my behalf.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_