



**HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
NEW DELHI, INDIA**

REQUEST FOR COMPUTERISED BIRTH CERTIFICATE

GENERAL GUIDELINES

1. A birth certificate can **only** be provided for persons who were born in the Republic of Trinidad and Tobago.
2. This document is issued by the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Trinidad and Tobago.
3. **If you have never applied for nor received a computerised birth certificate, the first copy of the Birth Certificate is free.**
4. The cost of each additional computerised birth certificate is as follows:
 - TT\$ 25.00 per Birth Certificate, or;
 - INR 250
5. Fees to be paid via:
 - Cash
 - Bank Draft payable to the **HIGH COMMISSION OF TRINIDAD AND TOBAGO**
 - Contact the High Commission if paying via Western Union for name of receiver.
6. If the Certificate is to be mailed to you, the following fees are applicable:
 - a. INR 560 Courier fee within India
 - b. INR 3040 Courier fee for outside India
7. Please provide a self-addressed envelope if the Certificate is to be mailed to you.
8. The Mission notifies the applicant when it receives the Certificate from the Ministry of the Attorney General and Legal Affairs.
9. An Apostille Stamp can be requested on the Certificate at no additional cost at the time of submission of the application.
10. Please allow three (3) to six (6) months for delivery.

DOCUMENTS REQUIRED TO APPLY FOR A COMPUTERISED BIRTH CERTIFICATE

1. Two (2) completed application forms.
2. The original and two (2) photocopies of a **VALID** photo identification (ID), for example, Driver's License or Passport

3. The original and two (2) photocopies of relevant documentation where the applicant has undertaken a name change, eg, Marriage Certificate, Deed Poll, Divorce Decree Nisi, Court Name Change document etc.
4. Money order:
Cash:
 - TT\$ 25.00 per Birth Certificate or
 - INR 250
Demand Draft
 - bank draft payable to the **HIGH COMMISSION OF TRINIDAD AND TOBAGO**
5. The original and two (2) photocopies of a previous birth certificate **IF** you have it. Providing a copy of the previous birth certificate normally speeds up the application process.