



Consulate General of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.
Tel.: (212)682-7272 ▪ Fax: (212)232-0368 ▪
e-mail: cgnycnsulateinfo@foreign.gov.tt ▪ Website: <https://foreign.gov.tt/cgnewyork>

APPLYING FOR AN ADOPTION CERTIFICATE BY MAIL

A. GENERAL GUIDELINES

1. An adoption certificate can **only** be provided for persons who were **adopted** in Trinidad and Tobago.
2. This document is issued by the Registrar General's Department, Ministry of Legal Affairs in Port-of-Spain, Trinidad and Tobago and are now computerized (effective December 2015).
3. If the adoptee was **NOT** born in Trinidad and Tobago, a letter from the Children's Authority (formerly Adoption Board of Trinidad and Tobago) is also **required** to accompany the adoption certificate from Registrar General's Department. This can be applied for through the Consulate General as well.
4. **ALL** fees are to be paid by **Money Order only** and made payable to "**Consulate General of Trinidad and Tobago**" (No Checks or Cash accepted).
5. The cost for obtaining an adoption certificate through this Consulate General is \$17.00 (\$12.00 for the certificate and \$5.00 for the service charge).
For example:
 - a. One Certificate costs \$17 (\$12 certificate fee + \$5 service fee)
 - b. Two Certificates costs \$29 (\$24 certificate fee + \$5 service fee)
6. The certificate(s) **MUST** be collected from the Consulate General within three (3) years from the date of application. After three (3) years the certificate(s) will be destroyed.
7. Kindly ensure that the application is complete. The following **will** cause delays in processing the application:-
 - No signature on forms
 - Photocopies are not clear
 - Handwriting is difficult to read
 - Incorrect fees submitted
 - Incorrect information on the form
 - Mailed in applications are **not** notarized
 - No photo ID is provided or the photo ID is expired or unusable
8. The parent/Third Party **must** apply for the computerized adoption certificate for persons under 18 years of age.
9. An Apostille can be requested on the certificate at no additional cost, at the time of submission of the application.

B. DOCUMENTS REQUIRED TO APPLY FOR AN ADOPTION CERTIFICATE BY MAIL

1. Two (2) completed Authorization Forms (must be notarized).
2. Two (2) completed Adoption Application Forms.
3. Two (2) completed "Authorization to Request Attachment for Adoption Certificate". **This form/letter should only be completed if the adoptee was NOT born in Trinidad and Tobago.**
4. Two (2) notarized copies of one **VALID** photo identification (ID), (Example: Driver's License, State Identification Card, Alien Registration Card, Passport or Certificate of Citizenship from Trinidad and Tobago **or** US).
5. Two (2) notarized copies of relevant documentation where the applicant has undertaken a name change e.g. Marriage Certificate, Deed Poll, Divorce document, court name change document etc.
6. A money order for fees (see **Section A4 and A5** above).
7. Two (2) photocopies of a previous adoption certificate **IF** you have it. Providing a copy of the previous adoption certificate normally speeds up the application process.
8. To have the certificate(s) mailed to you, include postage fees or a prepaid envelope (see **Section D**).

C. APPLICATION PROCESS

1. On receipt of the completed application and fees the certificate is ordered through the Registrar General's Department online.
2. The adoption record is checked for errors, printed in Trinidad and mailed to the Consulate General in New York. This process takes **approximately** four (4) to six (6) weeks.
3. Applicants are also **encouraged** to check on the status of the adoption certificate with the Consulate General via the following:-
 - by contacting the officers at 212-682-7272 x 1106 or 1124
 - by sending an email to cgnycertificates@foreign.gov.tt

D. RETURNED MAILING OPTIONS (Choose one)

Fees are paid by **MONEY ORDER ONLY** and made payable to "**Consulate General of Trinidad and Tobago**". **Individual money orders must be made for each application.**

- (i) Postage via FedEx – Thirty Dollars (\$30.00); or
- (ii) Mail a **PREPAID RETURNED** United States Postal Service (USPS) Priority or Express Mail Envelope or Prepaid UPS or FedEx Envelope.



Web# _____

Date _____

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(For Official Use)

APPLICATION FOR AN ADOPTION CERTIFICATE

SECTION A – APPLICANT INFORMATION

First Name : _____ Last Name: _____

Address : _____

Telephone : (Home) _____ (Cell): _____

E-mail : _____

Valid I.D. : _____
(Type, number, place of issue, expiration date)

SECTION B - DETAILS OF ADOPTION

Adoptee's Given Name(s): _____

Adoptee's Last Name: _____

Date of Birth: (dd/mm/yyyy) _____

Place of Birth: (Hospital/Town) _____

Date of Adoption Order: (dd/mm/yyyy) _____

Name of Adopter (Mother): _____

Name of Adopter (Father): _____

Date: _____

Signature: _____



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AUTHORISATION TO REQUEST A COMPUTERIZED ADOPTION CERTIFICATE

SECTION A – APPLICANT INFORMATION

First Name : _____ Last Name: _____

Address : _____

Telephone : (Home) _____ (Cell): _____

E-mail : _____

Valid I.D. : _____
(Type, number, place of issue, expiration date)

SECTION B – AUTHORISATION

Apostille Stamp Yes / No

I, hereby authorize the **Consulate General of the Republic of Trinidad and Tobago in New York**

to request on my behalf, a Computerized Certificate (first issue/ additional issue(s) from the

Registrar General's Department in Port of Spain, Trinidad, W.I. for myself / other

_____ (Name and relationship of other person).

Date: _____

Signature: _____

Notary Signature
& Stamp: _____
(If applicable)

<u>FOR OFFICIAL USE</u>	
Fee:	_____
Receipt No.:	_____
Date:	_____

NB: This document must be NOTARIZED.