



Due Date:

____/____/____

MINISTRY OF FOREIGN AND CARICOM AFFAIRS
REPUBLIC OF TRINIDAD AND TOBAGO

2 Prada Street, St. Clair
Port of Spain
Newtown 190325

Tel: 623-6894 Ext. 2089
Fax: 624-8837
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AUTHORISATION LETTER FOR COLLECTION OF DOCUMENTS

I,, am unable to collect:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Birth/Marriage/Death Certificate | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Company Documents | <input type="checkbox"/> Translations |
| <input type="checkbox"/> School Certificates/ Letters/ Transcripts | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Legal Documents (Statutory Declaration/Power of Attorney etc.) | <input type="checkbox"/> Translations |
| <input type="checkbox"/> Other _____ | |

The said document(s) was/were delivered at the Ministry of Foreign and CARICOM Affairs on the day of, 20..... and I hereby authorise Mr/Mrs/Ms holder of I.D.#..... or D.P.#..... or P.P.#..... to collect the document(s) on my behalf.

Your kind co-operation is appreciated.

Date..... Signature.....

PLEASE NOTE:

- A copy of **PICTURE IDENTIFICATION** is required when collecting document/s
- The hours of collection are as follows:

Monday to Friday – 10:00 a.m. – 11:00 am.

IF YOU MISS YOUR APPOINTMENT DATE, THE HOURS OF COLLECTION REMAIN THE SAME.