
**2021 HANDBOOK
ON THE
REPATRIATION OF
HUMAN REMAINS**



There are three types of repatriation:

(1) - IMPORTATION OF HUMAN REMAINS TO TRINIDAD AND TOBAGO – DECEASED NATIONALS



If a Trinidad and Tobago national dies overseas and the family wishes to have the body shipped to Trinidad and Tobago for burial, the following procedures need to be followed:

Funeral Homes based outside of Trinidad and Tobago must do the following:

1. The family/Importer of Human Remains needs to contact a Funeral Home in the country where the death took place;
2. The following documents must be submitted by the funeral home to the nearest accredited Trinidad and Tobago Mission:
 - A letter issued by the competent Authority from the place of death stating the authenticity of the documents produced for the transportation of the deceased person
 - Death Certificate
 - Letter of non-contagious diseases issued by the Health Department abroad
 - Permit to dispose of or Transport Human Remains

- Embalming Certificate from the funeral home abroad
 - A copy of the deceased person's cancelled passport bio-data page (showing the deceased's nationality)
 - COVID-19 test results on the body
3. The Funeral Home submits the aforementioned original documents to the nearest Trinidad and Tobago Overseas Mission/Ministry of Foreign and CARICOM Affairs for authentication;
 4. The official stamp of the Trinidad and Tobago Mission/Ministry of Foreign and CARICOM Affairs will be affixed to a copy of each document and initialed by the authorised Consular officer of the Mission/ Ministry. A copy of the documents must be sent by the Mission to the Ministry of Foreign and CARICOM Affairs (Trinidad and Tobago) via fax to (1868) 624-8837 or emailed to consular@foreign.gov.tt. Similar documents are forwarded to the local Funeral Home selected by the person/family/importer. The Consular Affairs Division can be contacted at (1868) 623-6894.
 5. If the deceased national dies in a country where English is not the first language, please note that all authenticated documents must be translated into English.

Funeral Homes inside of Trinidad and Tobago must do the following:

6. The Funeral Home in Trinidad and Tobago submits the authenticated documents listed above to the Ministry of Foreign and CARICOM Affairs, Trinidad and Tobago, to be processed;
7. The representative of the local funeral home will be provided with the necessary documentation to be presented at the Ministry of Health, Ministry of National Security and the Customs & Excise Division;
8. After receiving approvals from the aforementioned Ministries, a letter is issued to the Customs and Excise Division requesting authorisation to import the body. A copy of the letter is given to the person/family/agency importing the body.

EXPORTING HUMAN REMAINS

When human remains are being exported, the Consular Affairs Division, Ministry of Foreign and CARICOM Affairs, may be required to authenticate the Death Certificate which may be submitted by the local Funeral Home or Exporter. The local Funeral Home is advised to contact its counterpart in the foreign country for further guidance.



(2) - REPATRIATION OF CREMATED ASHES TO TRINIDAD AND TOBAGO - DECEASED NATIONALS



STEP ONE

The following documents should be obtained when processing a request for the repatriation of cremated remains (ashes) to the Republic of Trinidad and Tobago:

- Copy of Death Certificate
- Certificate of Cremation
- Funeral Director's Statement of Death
- Letter from the Funeral Home confirming that the urn contains only the cremated remains (ashes) of the deceased.

STEP TWO

The documents must be taken to the nearest Trinidad and Tobago Overseas Mission or Trinidad and Tobago Honorary Consul to be certified. In the event that the death occurred in a country where there is no diplomatic representation, the documents should be submitted to

the nearest British Embassy or to the Ministry of Foreign Affairs in that country to be authenticated.

STEP THREE

Ensure that the receiving agency certifies the above-mentioned documents. This means that the official stamp of the Mission is to be affixed on each document and initialed by the authorized Consular Officer. A covering letter listing the documents submitted, seen and certified by the Consular Officer should also be provided.

STEP FOUR

If the deceased national dies in a country where English is not the first language, please note that all authenticated documents are required to be translated into English.

STEP FIVE

A copy of the documents should then be forwarded to the Consular Affairs Division of the Ministry of Foreign and CARICOM Affairs via fax to (1868) 624-8837 or emailed to consular@foreign.gov.tt to be processed.

STEP SIX

The Ministry then informs the Ministry of Health and National Security as well as the Comptroller of Customs of the circumstances under which the repatriation of the cremated remains (ashes) to Trinidad and Tobago is occurring. Please note that all applications for permission to repatriate cremated remains **MUST** obtain the approval of the Comptroller of Customs **before** making travel arrangements to transport the ashes to Trinidad and Tobago.

Persons repatriating ashes must declare the urn containing the cremated remains (ashes) to the Customs Officials on arrival at the port of entry into Trinidad and Tobago.

(3) - IMPORTATION OF HUMAN REMAINS TO TRINIDAD AND TOBAGO – DECEASED NON-NATIONALS

The immediate relative of the deceased must have ties to Trinidad and Tobago and is required to submit a letter addressed to the Permanent Secretary, Ministry of National Security. This letter must include the name of the deceased, his/her nationality at time of death, the individual's relationship to the deceased and 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.

Please note that approval to import human remains of a **non-national** MUST be granted **prior** to making travel arrangements to transport the deceased to Trinidad and Tobago.

Once approval has been granted, the steps as outlined at No. 1 - Importation of human remains to Trinidad and Tobago – deceased nationals – should be followed.

Where to get more information?

For more information or assistance, please contact the Trinidad and Tobago Embassy, High Commission or Consulate nearest to you. The Consular staff will be pleased to help in any way they can. The Consular Affairs Division can be reached at consular@foreign.gov.tt



CONSULAR AFFAIRS DIVISION – August 2021