



CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

185 Sheppard Avenue West, Toronto, Ontario, M2N 1M9
Tel: (416) 495-9443 Fax: (416) 495-6934, Email: congentoronto@foreign.gov.tt

INSTRUCTIONS FOR APPLICATION FOR COMPUTERIZED BIRTH CERTIFICATE

SECTION 1

An application for an Electronic Birth Certificate **MUST** be accompanied by the following: -

1. Completed **application form** which includes **letter of authorization (page 3 & 4 of this document)**
2. One (1) copy (**in colour**) of **all** documents listed below, where applicable: -
 - a. Handwritten Birth Certificate or Computerized Birth Certificate and supporting Affidavit where necessary
 - b. A valid Government Photo ID (Trinidad and Tobago or Canadian)
 - c. Marriage certificate (married women only)
 - d. Change of name document (e.g. Deed Poll), where necessary

i. Fees

The cost of obtaining a Computerized Birth Certificate is **CDN\$50.00**. Fees are to be effected by Money Order only, payable to the "**Trinidad and Tobago Consulate**". The cost of obtaining an additional copy of a Computerized Birth Certificate is a **CDN\$5.00 supplement per copy**. For example, if you would like to receive two (2) birth certificates, the amount on the Money Order would be **CDN\$55.00**.

If you are **uncertain** about the appropriate fee to be remitted to the Consulate, please call **(416) 495-9443 ext. 235, 231 or 260** prior to submitting your application. See other **FAQs** on page 2 of this document.

ii. Lost Electronic Birth Certificate

The cost of replacing a lost Electronic Birth Certificate is **CDN\$ 50.00. (Payable by money order only made out to "Trinidad and Tobago Consulate")**.

iii. Submission of application

The application form, supporting documents and money order should be mailed in to the Consulate at 185 Sheppard Avenue West, Toronto, Ontario, M2N 1M9.

iv. Delivery of Certificate

The Electronic Birth Certificate will be delivered via **FedEx** to the address provided in the application form.

SECTION 2

FREQUENTLY ASKED QUESTIONS (FAQs) – ELECTRONIC BIRTH CERTIFICATES

Q1: I have read the Consulate’s instructions but still have some questions about fees and other related matters. Who do I contact?

A1: Applicants are encouraged to contact the Consulate via email (congentoronto@foreign.gov.tt) or via telephone (416) 495-9443 **ext. 235, 231 or 260** if any further clarification is required, particularly with regard to fees. For example, sending a money order in the wrong value may significantly delay the processing of your application. To avoid delays, clarification should be sought and obtained **in advance of making an application.**

Q2: I have heard that new Polymer Birth Certificates are now being issued. Is the previous version of the Computerized Birth Certificate still valid?

A2: Any Trinidad and Tobago Birth Certificate with a **Personal Identification Number (PIN)** is considered “computerized”. As of February 26, 2016, the Registrar General’s Department of the Ministry of the Attorney General and Legal Affairs began issuing Certificates for births, deaths and marriages printed on polymer material. This upgrade provides enhanced features for a more durable certificate. **However, kindly note that the previous version of the Computerized Birth Certificate (blue in colour) remains valid for all Government transactions, including passport applications, as long as your given name is on your “blue” birth certificate.**

If you were issued a “first edition” (blue) Computerized Birth Certificate before 2016, but now wish to obtain a Polymer Computerized Birth Certificate, this application will be treated as a request for a **new** Birth Certificate and the **CDN\$50.00** fee will be applicable. Applicants are encouraged to contact the Consulate via email (congentoronto@foreign.gov.tt) or via telephone (416) 495-9443 ext. 235, 231 or 260, if any further information is required.

Q3: How do I get an Apostille Stamp endorsed on my Computerized Birth Certificate?

A3: An Apostille Stamp is used for international verification of the signature on your document/s. The Apostille Stamp is effected **in Trinidad and Tobago only** and can be affixed at no additional charge by the Registrar General’s Department. However, the Apostille Stamp is not endorsed automatically. If you require a Computerized Birth Certificate with an Apostille Stamp, **this must be indicated to the Consulate in a covering letter which contains the specific reason for which the apostille is required. This letter should be sent along with your regular application documents.**

Q4: Can I apply for my Computerized Birth Certificate online?

A4: It is highly encourage that persons apply directly for their Computerized Birth Certificates online by visiting the following link: <https://rgd.legalaffairs.gov.tt/ttAFSClient/type>

This online service, **which is directly managed by the Registrar General’s Department,** is available to persons residing within Trinidad and Tobago **and abroad.** Online applications are possible for birth certificates, death certificates and marriage certificates. To apply online, applicants must be in a position to provide (and upload, where necessary) the following: a valid credit card; details of the event (birth, death, marriage) for which the application is being made; two forms of valid national identification e.g. passport, driver’s permit or national identification card; proof of address e.g. a utility bill not more than three months old (for birth certificate applications only); and a frequently used email address. Queries regarding the online service should be directed to communication@ag.gov.tt.



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APPLICATION FOR COMPUTERIZED BIRTH CERTIFICATE

SECTION A – Applicant’s details

Full name of applicant :
Date of birth :
Place of birth :
Father’s name :
Mother’s name :
Mother’s maiden surname :

SECTION B – Contact information for applicant

Address:
City: Province:
Postal code: Email:
Telephone: (Cell) (Home/Work)

SECTION C – Valid Government Photo ID (at least one required – T&T or Canadian)

Driver’s Permit No:..... Date of issue Expiry date
Passport No: Date of issue Expiry date
Other: ID#: Date of issue: Expiry date:.....

Applicant’s signature

Date



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**LETTER OF AUTHORISATION FOR THE CONSULATE GENERAL OF THE
REPUBLIC OF TRINIDAD AND TOBAGO, TORONTO TO REQUEST A
COMPUTERIZED BIRTH CERTIFICATE**

To: Registrar General, Trinidad and Tobago
From:
Address:
City: Province:.....
Postal Code:

I,hereby authorise the Consulate
General of the Republic of Trinidad and Tobago in Toronto to request, on my behalf, a computerized birth
certificate issued by Registrar General's Department of the Ministry of the Attorney General and Legal Affairs.

Sincerely,

Applicant's signature

Date