



**CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD & TOBAGO**

185 Sheppard Avenue West, Toronto, Ontario, M2N 1M9

Tel: 416.495.9443 Fax: 416.495.6934

E-mail: [congen@tcgtoronto.gov.tt](mailto:congen@tcgtoronto.gov.tt)

**INSTRUCTIONS FOR APPLICATION OF BIRTH CERTIFICATE**

**The first issue of the electronic birth certificate is issued free of charge by the Registrar General however there is a processing fee of CDN\$3.00**

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

1. Completed application form
2. Completed Letter of Authorisation
3. Two (2) photocopies of the following documents:
  - a. Handwritten Birth Certificate (if available)
  - b. A valid photo ID (Trinidad and Tobago or Canadian)
  - c. Other valid photo ID e.g. Driver's permit
4. Money Order (see section on fees for details)

**Fees**

**#1:** If you wish to pick up your Birth Certificate at the Office of the Consulate General, the fee is **CDN\$3.00** payable via **Money Order** to the "**Consulate General of Trinidad & Tobago**"

**#2:** If you wish to have your Birth Certificate delivered via FedEx to your home, the fee is **CDN\$13.00** payable via **Money Order** to the "**Consulate General of Trinidad & Tobago**"

**Additional Copy**

The first issue of the birth certificate is **free of charge**, however, if you require an additional copy of your birth certificate the cost is **CDN\$5.00** however, a **separate** money order must be provided in this amount to the "**Consulate General of Trinidad & Tobago**".

**Please Note:** All copies must be provided by the applicant at the time of application.