



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: consulate@ttcgny.com ▪ Website: www.ttcgny.com

**GUIDELINES FOR APPLYING FOR AN ADOPTION CERTIFICATE
IN PERSON OR 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 \$6.00 (\$4.00 for the certificate and \$2.00 for the service charge).
For example: **a.** One Certificate costs \$6 (\$4 certificate fee + \$2 service fee)
 b. Two Certificates costs \$10 (\$8 certificate fee + \$2 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. For Third Parties (e.g. family, friend, lawyer, social worker) seeking to obtain an adoption certificate for a person adopted in Trinidad and Tobago, he/she **must** be provided with written authorisation from the holder of the adoption record (who is 18 years or older). The forms (Authorisation and Application) must be completed and signed by the Third Party.
10. 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 IN PERSON

1. Two (2) completed Authorization Forms.
2. Two (2) completed Adoption Application Forms.
3. Two (2) completed "Authorisation to Request Attachment for Adoption Certificate". **This form/letter should only be completed if the adoptee was NOT born in Trinidad and Tobago.**
4. The original and two (2) photocopies of a **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. The original and two (2) photocopies 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. The original and 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.

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

1. All documents listed at **Section B** above.
 - Ensure that the authorization form is **notarized**.
 - **DO NOT MAIL ORIGINAL SUPPORT DOCUMENTS** only photocopies.
2. If you want the certificate(s) mailed to you, include postage fees or a prepaid envelope (see **Section E**).

D. APPLICATION PROCESS

1. On receipt of the completed application and fees the certificate is ordered through the Registrar General's Department online system and a web number is provided to the applicant.
2. The adoption record is checked for errors, printed in Trinidad and mailed to the Consulate General in New York. This process takes **approximately** three (3) to six (6) weeks.
3. Upon receipt of the certificate(s), the applicant is notified by telephone or email that the certificate is ready for collection or mailing.
4. Adoption Certificate(s) which require the **accompanying letter** from the Children's Authority (children who were **NOT** born in Trinidad and Tobago), upon receipt of the certificate a certified copy is sent to the Authority for the letter to be prepared. This process takes a **further** three (3) to four (4) weeks.
5. 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 consulate@ttcgny.com and quoting the web number.
 - by visiting the Consulate General's website at www.ttcgny.com and clicking "[Check Status of Your Application](#)".

E. **COLLECTION/MAILING OF THE ADOPTION CERTIFICATE(S)**

Certificates can either be **Collected** at the Consulate General or **Mailed** to the applicant (once the appropriate postage is provided or fees paid).

Collection at the Consulate General in New York

1. Visit the Consulate General from Monday to Friday between 9:00am to 3:00pm (*excluding Consulate General holidays, see website for list*).
2. Bring your valid photo identification and the receipt.
3. If you need someone else to pick up the certificate, provide that person with a completed "**Third Party Authorization Form**" (see website), the receipt and a copy of **your** valid photo identification. The authorized person should also have his/her original valid photo identification with them.

Mailed - (Choose ONE Option)

1. Mail a money order for US\$12.00 (FedEx postage fee, delivery in 2 - 3 business days). If selected, someone needs to be available to sign for the package.
2. Mail a USPS stamp for Express Mail (*Eff. Jan. 17, 2016 price is US\$22.95, delivery in 1 - 2 days*).
3. Mail a USPS stamp for Priority Mail (*Eff. Jan. 17, 2016, price is US\$6.45, delivery in 2 - 3 days*).
4. Mail a **PREPAID** USPS Express Mail/Priority Mail/UPS/ **or** FedEx envelope.



Web# _____

Date _____

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APPLICATION FOR 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 CERTIFICATE

Type of Certificate: Birth Certificate 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 authorise 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)

FOR OFFICIAL USE

Fee: _____

Receipt No.: _____

Date: _____

NB: *This document should only be NOTARIZED if applying by MAIL only.*

If applying in person at the Consulate General, this form DOES NOT require a signature of a Notary Public.