



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: cgnyconsulateinfo@foreign.gov.tt •
Website: <https://foreign.gov.tt/cgnewyork>

GUIDELINES TO REQUEST NOTARY, CERTIFICATION AND AUTHENTICATION OF DOCUMENTS

A. NOTARY PUBLIC

The Consulate General provides Notary Services in respect of letters, agreements, forms and legal documents and other documents. At present, this is a Mail In or Appointment Service. please contact 212-682-7272 x1106 and 1147 or cgnycertificates@foreign.gov.tt for appointments.

The applicant is required to submit the original document to the Consulate General and affix his/her signature to the document, along with Valid Identification. The signature must be similar to the affixed signature on the identification being submitted.

Service Fee:

First Page: **US\$23.00**
Subsequent Page/s: **US\$18.00**

This fee is paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” **(No Checks or Cash accepted)**.

B. CERTIFIED COPY

The Consulate General can provide a certified photocopy of an original document. The applicant is required to provide **the original** document(s) to be certified.

Service Fee:

First Page: **US\$23.00**
Subsequent Page/s: **US\$18.00**

This fee is paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” **(No Checks or Cash accepted)**.

RETURN MAILING OPTIONS (Choose one)

Fees are paid by **MONEY ORDER ONLY** and made payable to “**Consulate General of Trinidad and Tobago**”. Individual money orders must be made for each application.

- (i) **Postage via FedEx: - Thirty Dollars (\$30.00)**
OR
- (a) Mail a **PREPAID RETURN** Envelope and Select “**ENSURE SIGNATURE UPON DELIVERY**” option