



Consulate General of the Republic of Trinidad and Tobago
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GUIDELINES FOR APPLYING FOR AN EMERGENCY CERTIFICATE (EC)

A. GENERAL GUIDELINES

1. An emergency certificate (EC) is a document issued to a Trinidad and Tobago citizen who does not have a valid passport and who needs to travel to Trinidad and Tobago for URGENT reasons (e.g. death in the family)
 - a. An adult (18 years and older) can apply for their own EC.
 - b. The parent or legal guardian of a child (persons under 18 years of age) may apply for an EC on the child's behalf.
2. If the intended travel is rescheduled later than the original date of travel the applicant must return the EC to the Consulate General and obtain a new one.
3. If travel is cancelled the bearer must return the EC to the Consulate General.
4. If applying in person ~~submit the application~~ to the Consulate General any Monday to Friday from ~~8:00am to 2:00pm~~ except Consulate General holidays. It takes five (5) business days to process.
5. If applying by mail ensure application is mailed well in advance of intended travel. It takes a minimum of ten (10) business days to process.
6. The applicant must obtain a passport while in Trinidad and Tobago in order to return to the USA.
 - a. If the applicant intends to pick up a passport which he/she applied for at the Consulate General in New York while in Trinidad and Tobago, he/she must notify the Consulate General in writing so they can liaise with the Immigration Division in Port of Spain to coordinate the pick-up. The Consulate General cannot guarantee the passport will be processed by the date the applicant intends to leave Trinidad and Tobago.
 - b. If the applicant intends to apply for a new passport while in Trinidad and Tobago he/she is advised to contact the Consulate General prior to travelling to ensure he/she has all the documents required to apply for a new passport.
 - c. If applying for a machine readable passport for the first time in Trinidad and Tobago an appointment is required. Call 868-627-7277 to make an appointment prior to travelling to Trinidad and Tobago.
7. An EC does not entitle the bearer to an expedited passport process in Trinidad and Tobago.
 - a. The minimum time required to obtain an expedited passport in Trinidad and Tobago is five (5) business days; the actual time is dependent on the application details.
 - b. In Trinidad and Tobago the cost of the passport is TT\$250.00. The expedited process is an additional TT\$300.00.

B. DOCUMENTS REQUIRED IF APPLYING FOR AN EC IN PERSON

1. ***For an EC for an adult who has an expired Trinidad and Tobago passport***, submit the following documents:
 - a. Form D
 - b. Original Trinidad and Tobago passport and one (1) colour photocopy of bio-data page of passport (page with passport photo)
 - c. One (1) colour photocopy of latest extension page of the passport (if applicable)
 - d. Original and one (1) photocopy US Permanent Resident card (if applicable)
 - e. Two (2) passport sized photographs (See Photograph Guidelines)
 - f. Photocopy of a confirmed airline ticket
 - g. Money order for \$2.00 payable to 'Consulate General of Trinidad & Tobago'

2. ***For an EC for an adult whose Trinidad and Tobago passport has been lost***, submit the following documents:
 - a. Form D
 - b. Request for Passport Information form
 - c. Lost Passport Affidavit form
 - d. Original one (1) colour photocopy of the computerised Trinidad and Tobago birth certificate
 - e. Name change document (e.g. Deed Poll, court name change document, marriage certificate, divorce document) (if applicable)
 - f. One (1) original and one (1) colour photocopy of a valid ID (if available)
 - g. Original and one (1) photocopy US Permanent Resident card (if applicable)
 - h. Two (2) passport sized photographs (See Photograph Guidelines)
 - i. Photocopy of a confirmed airline ticket
 - j. Money order for \$34.00 payable to 'Consulate General of Trinidad & Tobago'

3. ***For an EC for a child who has an expired Trinidad and Tobago passport***, submit the following documents:
 - a. Documents listed at B1
 - b. Original and one (1) colour photocopy of the child's birth certificate. If the child was born in Trinidad and Tobago it must be a computerised birth certificate.
 - c. The parent or legal guardian must complete the application form and provide his/her original valid Trinidad and Tobago ID and one (1) photocopy of the ID.
 - i. If the parent or legal guardian is the mother and the name on the valid ID is different to that on the birth certificate then the name

- change document must also be provided (e.g. marriage certificate and/or divorce document, Deed Poll or court name change document).
- ii. Name change document (e.g. Deed Poll, court name change document, marriage certificate, divorce document) (if applicable)
- d. Custody documents (if applicable)

4. For an EC for a child whose Trinidad and Tobago passport has been lost, submit the following documents:

- a. Documents listed at B2 above
- b. Original and one (1) colour photocopy of the child's birth certificate. If the child was born in Trinidad and Tobago it must be a computerised birth certificate.
- c. The parent or legal guardian must complete the forms and provide his/her original valid Trinidad and Tobago ID and one (1) photocopy of the ID.
 - i. If the parent or legal guardian is the mother and the name on the valid ID is different to that on the birth certificate then the name change document and one colour photocopy must also be provided (e.g. marriage certificate and/or divorce document, Deed Poll or court name change document).
 - ii. Name change document and one colour photocopy (e.g. Deed Poll, court name change document, marriage certificate, divorce document) (if applicable)
- d. Custody documents (if applicable)

5. For an EC for a child who has never been issued a Trinidad and Tobago passport, submit the following documents:

- a. Form D (completed by the parent or legal guardian)
- b. Original and one (1) colour photocopy of the child's birth certificate
- c. The parent's documents:
 - i. Original Trinidad and Tobago passport
 - ii. One (1) colour photocopy of bio-data page of passport (page with passport photo)
 - iii. One (1) colour photocopy of latest extension page of the passport (if applicable)
 - iv. Original and one (1) colour photocopy of the US Permanent Resident card (if applicable)
 - v. Name change document (e.g. Deed Poll, court name change document, marriage certificate, divorce document) and one (1) colour photocopy (if applicable)
- d. Original and one (1) colour photocopy of custody documents (if applicable)

- e. Two (2) passport sized photographs of the child (See Photograph Guidelines)
- f. Confirmed airline ticket
- g. Money order for \$2.00 payable to 'Consulate General of Trinidad & Tobago'

C. DOCUMENTS REQUIRED IF APPLYING BY MAIL (Processing time is ten (10) business days.)

1. Mail the following to the Consulate General of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038
 - a. Documents in Section B above that are relevant to the applicant's situation
 - b. Money order for \$12.00 payable to the 'Consulate General of Trinidad and Tobago' for mailing the EC to the applicant. The EC will be mailed by FEDEX and an adult must be at the delivery address to sign for the envelope.

D. PROCESSING AND COLLECTION

1. If applying in person, it takes five (5) business days to process an EC. The applicant may visit the Consulate General from 7:00am to 3:00pm on the fourth (4th) day after submitting the application to collect the EC. He/she should walk with valid photo ID where possible.
2. If applying by mail it takes a minimum of ten (10) business day to process and receive the EC in the mail. It will be mailed by FEDEX and someone has to be at the delivery address to sign for the envelope.
3. If, after submitting the application in person, you would like the EC mailed to you, send a money order for \$12.00 to the 'Consulate General of Trinidad and Tobago' along with a letter requesting the EC be mailed.

NB. All photocopies must be clear colour photocopies.

Other documents could be requested after the application is vetted.

An EC does not entitle the bearer to an expedited passport process in Trinidad and Tobago.