



**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: congencanada@foreign.gov.tt

**INSTRUCTIONS FOR APPLICATION FOR
COMPUTERIZED ADOPTION CERTIFICATE**

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

1. Completed application form for an Adoption Certificate and letter of authorization (**page 2 & 3 of this document**)
2. One (1) coloured copy of **all** documents listed below, where applicable:-
 - a. Handwritten Adoption Certificate
 - b. A valid Government Photo ID (Trinidad and Tobago or Canadian)
 - c. Change of name document where necessary

Fees

The processing cost of obtaining a computerized Adoption Certificate is **CDN\$28.00**. Fees are to be effected by money order only, payable to the “**Consulate General of Trinidad and Tobago**”. (**Please note that the Consulate does not accept cash**). The cost of obtaining an additional issue of an Adoption Certificate is **CDN\$5.00** per additional copy.

If you have questions 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**.

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.

Return of Adoption Certificate to applicant

The computerized Adoption Certificate will be delivered via **FedEx** to the address provided in the Application Form.



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APPLICATION FOR ADOPTION CERTIFICATE (OVERSEAS)

SECTION A – Applicant’s details

Full name of applicant :
Date of birth :
Place of birth :
Date of Adoption Order :
Name of adopter (parent/guardian):
Name of adoptee :

SECTION B – Contact information for applicant

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

SECTION C – Valid Government Photo ID

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

Applicant’s signature

Date



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**LETTER OF AUTHORIZATION FOR THE CONSULATE GENERAL OF THE
REPUBLIC OF TRINIDAD AND TOBAGO, TORONTO TO REQUEST AN
ADOPTION 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, an Adoption Certificate
issued by Registrar General's Department of the Ministry of the Attorney General and Legal Affairs.

Sincerely,

Applicant's signature

Date