



CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

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INSTRUCTIONS FOR APPLICATION FOR POLICE CERTIFICATE OF CHARACTER

The Trinidad and Tobago Police Service (TTPS) invites applicants to apply directly for Certificates of Character by sending the application directly to the TTPS or to a designated representative who will submit the application in person to the TTPS on the applicant's behalf.

A) APPLYING TO THE TRINIDAD AND TOBAGO POLICE SERVICE THROUGH A DESIGNATED REPRESENTATIVE (FRIEND/RELATIVE) IN TRINIDAD AND TOBAGO

Please see the steps below:

- 1) Make an appointment for fingerprinting at a **Royal Canadian Mounted Police (RCMP) accredited fingerprinting agency** or a **Commissionaires Office**. **Only ink and roll prints (not digital) of all fingers (right hand and left hand) are acceptable**. If fingerprinting is **not** effected by the RCMP or a Commissionaires Office, fingerprints **must be notarized**. A fingerprinting office located close to the Consulate is Goodwin Fingerprinting: (416) 886-8880. Please remember to emphasize the need for **ink and roll prints**.
- 2) Make an appointment to visit the Consulate by calling 416-495-9442 ext. 260 or 231. At this appointment, your fingerprints will be reviewed, a copy of your passport biodata page will be certified and you will be assisted with a letter of authorization, which will also be certified. The fee for these services amount to **CA\$30.00** per application. The Consulate will also provide you with an acknowledgement letter for your prospective employer or Canadian Immigration if you require it. N.B. This step can also be partially accomplished through a private notary public.
- 3) Send your application (authorization letter, fingerprints and certified passport biodata page) to your authorized representative. It is strongly recommended that you utilize the services of a reputable courier service to do so.
- 4) Your authorized representative will receive your application and lodge it at the nearest police station. Your representative will also be required to pay a TT\$50.00 processing fee. The receipt should be kept in a safe place.
- 5) Your representative should return to the police station to collect the Certificate of Character after fifteen (15) working days. If your representative would wish to follow-up before that timeframe elapses, he/she should contact +1 868 627 5217 ext. 12891 or cid-front@tpps.gov.tt
- 6) Once your representative has collected the Certificate of Character, arrangements should be made to return the document to you, preferably by courier service.

B) APPLYING DIRECTLY TO THE TRINIDAD AND TOBAGO POLICE SERVICE

Please see the steps below:

- 1) Make an appointment for fingerprinting at a **Royal Canadian Mounted Police (RCMP) accredited fingerprinting agency** or a **Commissionaires Office**. **Only ink and roll prints (not digital) of all fingers (right hand and left hand) are acceptable**. If fingerprinting is **not** effected by the RCMP or a Commissionaires Office, fingerprints **must be notarized**. A fingerprinting office located close to the Consulate is Goodwin Fingerprinting: (416) 886-8880. Please remember to emphasize the need for **ink and roll prints**.
- 2) Visit your bank, Canada Post or Western Union to obtain a Money Order in the amount **CDN\$10.00** made payable to the **“Senior Superintendent CID/CRO”**.
- 3) Make an appointment to visit the Consulate by calling 416-495-9442 ext. 260 or 231. At this appointment, your fingerprints and money order will be reviewed, a copy of your passport biodata page will be certified and you will be assisted with a letter to the TTPS, which will also be certified. The fee for these services amount to **CA\$30.00** per application. The Consulate will also provide you with an acknowledgement letter for your prospective employer or Canadian Immigration if you require it. N.B. This step can also be partially accomplished through a private notary public.
- 4) After your appointment at the Consulate, you should visit a reputable courier service to arrange a pre-paid self-addressed label/envelope for a weight of one pound (minimum weight for most courier companies). You should place this self-addressed label, your fingerprints, certified passport biodata page, money order and covering letter inside an envelope and send via courier to:

**Office of the Senior Superintendent
Criminal Investigations Department and Criminal Records Office
Police Headquarters
Corner St. Vincent and Sackville Streets
Port of Spain
Trinidad, West Indies**

- 5) Track your package and when fifteen (15) working days have elapsed, make contact with the TTPS for a status update (+1 868 627 5217 ext. 12891 or cid-front@ttps.gov.tt). Ordinarily at this point, the TTPS should be preparing your Certificate of Character for dispatch to you via the pre-paid self-addressed envelope/label that you provided in your application package.

Contact

Should further clarification on the procedure for applying for Police Certificate of Character be required, kindly contact the Consulate via email (congentoronto@foreign.gov.tt) or via telephone (416) 495-9443 ext. **260, 231 or 235**.