



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: www.foreign.gov.tt/cgnewyork

GUIDELINES FOR TRANSPORTING CREMATED REMAINS TO TRINIDAD AND TOBAGO (UNACCOMPANIED)

Please read I. to III. carefully:

- I. The Consulate General can only deal with the transportation of cremated remains of persons who died in one of the nine eastern seaboard states in our jurisdiction; or where the family and/or funeral agency that is making the arrangements for repatriation is located in one of the states in our jurisdiction.
- II. **Funeral homes/families should refrain from making flight arrangements until they receive exemption from the Ministry of National Security.** Contact the Consulate General by email cgnycertificates@foreign.gov.tt or phone 212-682-7272 (extensions 1147 or 1106) for further instructions.
- III. **Mail all original documents.**

Documents required for sending (repatriation) cremated remains (ashes) to Trinidad and Tobago by a Funeral Home/Agency in the United States

1. Original Death Certificate. Please ensure that the death certificate has the correct bio data information about the deceased.
2. Original Certificate of Cremation from the Funeral Home.
3. Original letter from the funeral home (stating the license number of the funeral home, that the body was consigned to the funeral home on x date, was cremated on x date at x location and the cremated remains were placed in the x container). See sample attached.
4. Original Passport (Trinidad and Tobago or US passport is acceptable. If not available the original birth certificate *and supporting affidavit if applicable* of the deceased must be submitted).
5. A money order for US \$37.00 made payable to the "Consulate General of Trinidad & Tobago".
6. Copy of flight itinerary (at least seven (7) working days' notice from date of intended travel).
7. Information about the receiving funeral home in Trinidad and Tobago (name of contact, address, telephone number and email address).
8. Include a **PREPAID RETURN Envelope** ensuring that a signature is required for your package upon its delivery to you.

B. Guidelines for providing information to the Consulate General, New York

1. The name on the passport and death certificate must be identical. If not, provide the name change document (e.g. marriage certificate, divorce document, court name change document).
2. Ensure that all relevant documents are signed, stamped and notarized as required.
3. Flight information **must be** provided at the time of submission of the documents.
4. The cremated remains **must** be sent to a Funeral Home (and not an individual) in Trinidad and Tobago in order for the ashes to be collected at the airport.
5. **The following situations require prior approval from Trinidad in order for the Consulate General to certify the documents submitted. Please note this will prolong the processing of the documents.**
 - a. The deceased "Place of Birth" **was not** Trinidad and Tobago. Where **approval from Trinidad and Tobago is required**, the documents will be **processed after written approval is obtained, the processing time varies according to the details of the case.**

C. 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

(ii) Mail a PREPAID RETURN Envelope and Select "ENSURE SIGNATURE UPON DELIVERY" option

D. Further Information

Call the Consulate General at: (212) 682-7272 ext. 1147/ 1106

or

send an email to: cgnycertificates@foreign.gov.tt

Sample - Funeral Director Statement

(Funeral Home Letterhead)

(Insert Date)

Consul General
Consulate General of Trinidad and Tobago
125 Maiden Lane, 4th FL.
New York, NY 10038

Att'n: Consular Section

Dear Consul General,

I (name) hereby certify that I am the Funeral Director and authorized representative of (name of funeral home), a duly licensed undertaker and embalmer by the Department of Health of the State of (name of state).

I further certify that the dead body of (name of deceased), who died on (date) in (place) was consigned to (name of funeral home) and was cremated at on (date) at (place).

It should be noted that the funeral service took place on (date) and the remains were cremated on (date).

The cremated human remains were placed in a (urn/box). The (urn/box) contains only the cremated human remains of (name of deceased).

This affidavit has been prepared for presentation to the Consul General of Trinidad and Tobago.

Signature: (funeral director)
License No. (insert no.)

Signature & Seal of Notary Public