



Consulate General of the Republic of Trinidad and Tobago
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GUIDELINES FOR SENDING HUMAN REMAINS TO TRINIDAD AND TOBAGO

Please read I. to III. carefully:

- I. **The Consulate General can only deal with the transportation of human 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 or phone (extensions 1147 or 1106) for further instructions.**
 - III. **Mail all original documents.**
- A. **Documents required for sending (repatriating) human remains (body of the deceased) to Trinidad and Tobago**
1. Original Passport of the deceased (Trinidad and Tobago or US passport is acceptable. If not available, the original birth certificate of the deceased *and supporting affidavit, if applicable*, must be submitted.).
 2. Original death certificate and one 'work copy' of the death certificate.
 3. Document entitled – “Exemplification of Birth or Death Record”, issued by the US Department of Health.
 4. Document entitled - “Permit To Dispose Of or Transport Human Remains” issued by the United States Department of Health.
 5. Letter of non-communicable disease issued by the US Department of Health (If the letter is issued by a medical institution, the letter **must** be signed by the medical practitioner and notarized.).
 6. Letter describing the embalming procedure, prepared by the funeral home.
 7. Photocopy of the Funeral Director's license or Pocket Card Registration of person signing the letter of embalming.
 8. A money order for US \$37.00 made payable to the “Consulate General of Trinidad & Tobago”.
 9. Name of contact, address, telephone number and email address of the receiving funeral home in Trinidad and Tobago.
 10. Include a self-addressed pre-paid USPS/ FedEx/ UPS envelope for the return of the documents.
 11. **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:
- (a) Postage - **Thirty Dollars (\$30.00)**
- OR**
- (ii) Mail a **PREPAID RETURN** Envelope and Select “**ENSURE SIGNATURE UPON DELIVERY**” option

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. The cause of death must be stated as well as the name of the cemetery where the body is to be interned.
3. The name of the cemetery **must** be the official name of the cemetery (not a 'common name') and **it must be spelled correctly**. Speak with the family member, funeral home in Trinidad and Tobago or the Consulate General if you need clarification.
4. The Death Certificate must state that the body is to be buried **not** cremated. Trinidad and Tobago does not allow repatriated human remains to be cremated.
5. Ensure that all relevant documents are signed, stamped and notarized as required.

The following situations require prior approval from Trinidad and Tobago in order that the Consulate General can certify the documents submitted.

- a. Where the "Place of Birth" of the deceased is **not** Trinidad and Tobago, in which case the family is required to present adequate proof of a connection to Trinidad and Tobago that would explain the transportation of the remains to the country.
- b. Where the cause of death is **not** stated on the death certificate.
- c. Where the death is a result of a **communicable disease**.
- d. Where the autopsy result is "inconclusive" but a non-communicable disease letter was provided.

These situations all affect the processing time to varying degrees depending on the particular circumstances of each case.

C. Processing of documents

1. Subsequent to the Consulate General processing the documents, the funeral home in Trinidad and Tobago requires **one to two** business days to obtain documents from the Ministry of Foreign & CARICOM Affairs, Ministry of National Security, Ministry of Health and Customs & Excise Division, to convey same to the funeral home in the USA **prior** to the confirmation of the flight to Trinidad and Tobago.
2. 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.

D. Further Information

Call the Consulate General at (212) 682-7272 ext. 1147/1106 or send an email to cqnycertificates@foreign.gov.tt