



REPUBLIC OF TRINIDAD AND TOBAGO

APPLICATION FOR FREE BIRTH CERTIFICATE - MAIL IN SERVICE

(A person is entitled to **one (1)** free Birth Certificate only. If a free Birth Certificate was already issued, do not use this form)

Notice: Delivery to your postal address is free of charge. On delivery, the signature and a valid ID of the person receiving the Certificate is required.

ALL INFORMATION MUST BE PRINTED IN BLOCK LETTERS

Part I – APPLICANT INFORMATION (THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE BIRTH CERTIFICATE)			
Surname		Given Names	
Address – <i>Where Certificate is to be delivered between 8:00 am to 4:00 pm (we do not deliver to P.O. Boxes)</i>			
Telephone Number - Home		Telephone Number - Office	Cellular Phone Number
Are you applying for your own Birth Certificate? If not, please state your relationship to the person who owns the Birth Certificate. Yes <input type="checkbox"/> No <input type="checkbox"/>			
State the purpose for which the Certificate is required			
Please Note : You must send your application with a photocopy of a valid government issued ID, (Driver's Permit, ID or Passport). If it is not your Birth Certificate or your child's Birth Certificate, you must submit a letter of authorization from the owner of the Birth Certificate together with a copy of their valid ID.			
Part II – BIRTH CERTIFICATE INFORMATION (THE FOLLOWING MUST BE COMPLETED WITH INFORMATION PERTAINING TO THE REQUIRED BIRTH CERTIFICATE)			
Name on Certificate – First Name		Name on Certificate – Middle Names	
Date of Birth	Day	Month	Year
		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth – Full address or Name of Hospital			
Mother's First Name			
Mother's Current Surname		Mother's Maiden Surname	
Father's First Name		Father's Surname	
TO AVOID DELAY: Complete all sections in full Be sure you are authorized to make the request Be sure your address and telephone number are correct and clearly written If the information provided is not complete or is inaccurate, we may be unable to locate the record of birth			

.....
Date of Application

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Signature of Person applying for Birth Certificate
(by signing this application you are certifying that you are legally entitled to, or are authorized to apply for, the Certificate)

FOR OFFICIAL USE ONLY			
Reg. No.	Certificate No.	COMMENTS	Processed By
Date Posted (DD/MM/YY)			

Important information on reverse

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General Instructions

- To apply for a free Birth Certificate, you must be: (1) the owner of the Certificate, or (2) a parent of the owner of the Certificate or (3) authorized in writing by the owner of the certificate, to do so.
- Applicants for a free Birth Certificate must attach a copy of their valid government issued ID (Driver's Permit, ID or Passport)
- If the Certificate for which you are applying does not belong to you or your child, you must submit a letter of authorization together with a copy of your valid government issued ID and a copy of the valid government issued ID of the owner of the certificate.
- Applications must be completed in full and signed by the applicant.
- Applications must be placed in a sealed envelope addressed to Registrar General's Department, Ministry of Legal Affairs, and sent in one of the following ways:
 - a. Posted To:

Registration House,
72-74 South Quay,
Port-of-Spain.
Tel. 624-1660
 - b. Deposited in drop-boxes located at Registrar General's Department Head Office in Port of Spain or its sub-offices in Tobago, San Fernando and Arima

Sub Offices

Arima	#32 Pro Queen Street, Arima
San Fernando	#10 Leotaud Street, San Fernando
Tobago	Jerningham Street, Scarborough, Tobago

- c. Given to a TTPost agent at any one of the 21 selected TTPost outlets listed below.

Selected TTPost Agents

Trinidad North

St. Ann's Maraval	Carl Charles, Evergreen Green Grocers #13 St. Ann's Avenue Richard Dass, Ross Budget Drugs, Royal Palm Plaza, Maraval
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South

San Fernando Marabella Point Fortin Princes Town Rio Claro	Merle Marshall, Carlton Centre, San Fernando Trinpad Ltd., #225 Southern Main Road, Marabella Grace Sieunarine, c/o GGR Insurance Services, #29 Adventure Road, Point Fortin Mohammed's Bookstore #22 High Street, Princes Town Avind Moonan, Moonan's Stationery Supplies, High Street, Rio Claro
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Central

Chaguanas Couva Caroni	Patricia Xavier, #9 St. Yves Street, Chaguanas Feroz Khan Quality Cash & Carry, Railway Road, Couva Leo Seebaran, 146 Southern Main Road, Caroni
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East

Arima San Juan Sangre Grande Toco Valsayn Trincity	Vere Bhaggan's Drug Store, #48 Broadway, Arima Ramesh & Leela Supermarket, 48-50 Eastern Main Road Sanjive Ramlogan, Auto Masters, LP# 914 Eastern Main Road, Sangre Grande Anthony Mc Pherson, Crystal's One Stop Shop, LP #51, Cor. Pasea & Galera Raods, Toco Tru Valu Supermarket, Valpark Shopping Plaza Valsayn Sylvia Mayer-Charles, Trincity Mall, Trincity
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West

Diego Martin	Prescott Singh, Payless Hardware, Diego Martin Main Road, Diego Martin
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Tobago

Scarborough Charlotteville Plymouth Roxborough	Lillis Jordon, Port Mall, Scarborough, Tobago Desery Moore, Bayview Shopping Mart, Spring Street, Charlotteville, Tobago Courtney Phillip's Grocery, Shelbourne Street, Plymouth, Tobago Hollis Toppin, Ecomart, 198 Main Road, Roxborough, Tobago
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- Delivery to your postal address is free of charge, but on delivery the person receiving the certificate must present a valid form of government issued ID.