



REPUBLIC OF TRINIDAD AND TOBAGO

RGD 14A

**APPLICATION FOR COMPUTERIZED BIRTH CERTIFICATE**

A person is entitled to only one (1) free Birth Certificate.

**Notice:** For Mail in applicants the free birth certificate will be delivered free of charge to a Trinidad and Tobago postal address only. The person receiving the Certificate is required to produce their valid Trinidad and Tobago government issued ID.

**ALL INFORMATION MUST BE WRITTEN IN CAPITAL LETTERS**

**PART I - APPLICANT INFORMATION (TO BE COMPLETED BY THE PERSON REQUESTING THE BIRTH CERTIFICATE)**

<b>Type of Service:</b>	<input type="checkbox"/>	<input type="checkbox"/>	State the purpose for which the Certificate is required
	MAIL IN	WALK IN	

First Name	Surname
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ADDRESS  
 Mail In (home or office)  
 Walk In (home)

Telephone Number Between 8:00 am to 4:00 pm	Type of Identification	Number
	ID <input type="checkbox"/> DP <input type="checkbox"/> PP <input type="checkbox"/>	

Are you applying for your own Birth Certificate? If not, please state your relationship to the person who owns the Birth Certificate.  
 Yes  No  Relationship:

**Please Note :**

- ▶ If you are applying for a Birth Certificate which is NOT yours nor your child's you must submit a letter of authorization from the owner of the Birth Certificate together with a copy of their valid government issued ID.
- ▶ All Mail in applications must include a photocopy of a valid government issued ID. Mail In applications are for the first free Birth Certificate only.

**PART II - BIRTH CERTIFICATE INFORMATION AS REGISTERED AT THE TIME OF BIRTH**

First Name	Middle Names
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Date of Birth	Day	Month	Year	Sex	<input type="checkbox"/>	<input type="checkbox"/>
					Male	Female

Place of Birth - Full address or Name of Hospital

Mother's First Name

Mother's Current Surname	Mother's Maiden Name
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Father's First Name	Father's Surname
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**TO AVOID DELAY:** Complete all sections clearly  
 Be sure you are authorized to make the request  
 Be sure your address and telephone number are correct  
 We may be unable to issue the birth certificate if the information provided is incomplete or inaccurate

.....  
Date of Application

.....  
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			
Registration No.	Certificate No.	Comments	Processed By
Date Posted (DD/MM/YY)			

**INSTRUCTIONS OVERLEAF**

NOT FOR SALE

# INSTRUCTIONS

## WALK IN APPLICANTS

- Persons applying for their own Birth Certificate or their child's must provide: ► Their valid government issued ID (Driver's Permit, ID or Passport)
- Persons applying for a Birth Certificate that does not belong to them must provide: ► Their valid government issued ID; and  
A letter of authorization from the owner of the Birth Certificate; and  
A copy of the owner's valid government issued ID

## MAIL IN APPLICANTS

All applicants should provide a photocopy of their handwritten birth certificate

Applications must include a photocopy of the applicant's valid government issued ID; and 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 ext. 3017

**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

<b>Sub Offices</b>	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 22 selected TTPost outlets listed below.**

## Selected TTPost Agents

<b>Trinidad</b>	St. Ann's	Carl Charles, Evergreen Green Grocers #13 St. Ann's Avenue
	North	Maraval Richard Dass, Ross Budget Drugs, Royal Palm Plaza, Maraval
	Port-of-Spain	TTPOST, 177 Tragarete Road, Port of Spain
South	San Fernando	Merle Marshall, Carlton Centre, San Fernando
	Marabella	Trinpad Ltd., #225 Southern Main Road, Marabella
	Point Fortin	Grace Sieunarine, c/o GGR Insurance Services, #29 Adventure Road, Point Fortin
	Princes Town	Mohammed's Bookstore #22 High Street, Princes Town
Rio Claro		Avind Moonan, Moonan's Stationery Supplies, High Street, Rio Claro
Central	Chaguanas	Patricia Xavier, #9 St. Yves Street, Chaguanas
	Couva	Feroz Khan Quality Cash & Carry, Railway Road, Couva
	Caroni	Leo Seebaran, 146 Southern Main Road, Caroni
East	Arima	Vere Bhaggan's Drug Store, #48 Broadway, Arima
	San Juan	Ramesh & Leela Supermarket, 48-50 Eastern Main Road, San Juan
	Sangre Grande	Sanjive Ramlogan, Auto Masters, LP# 914 Eastern Main Road, Sangre Grande
	Toco	Anthony Mc Pherson, Crystal's One Stop Shop, LP #51, Cor. Pasea & Galera Raods, Toco
	Valsayn	Tru Valu Supermarket, Valpark Shopping Plaza, Valsayn
Trincity		Sylvia Mayer-Charles, Trincity Mall, Trincity
West	Diego Martin	Prescott Singh, Payless Hardware, Diego Martin Main Road, Diego Martin
<b>Tobago</b>	Scarborough	Lillis Jordon, Port Mall, Scarborough, Tobago
	Charlotteville	Desery Moore, Bayview Shopping Mart, Spring Street, Charlotteville, Tobago
	Plymouth	Courtney Phillip's Grocery, Shelbourne Street, Plymouth, Tobago
	Roxborough	Hollis Toppin, Ecomart, 198 Main Road, Roxborough, Tobago

- **ONLY THE FREE BIRTH CERTIFICATE WILL BE DELIVERED TO YOUR POSTAL ADDRESS FREE OF CHARGE. THE PERSON RECEIVING THE CERTIFICATE MUST PRESENT A VALID FORM OF GOVERNMENT ISSUED ID.**