

INSTRUCTIONS TO APPLY FOR CERTIFICATE OF CHARACTER (C of C)

A Certificate of Character is an official document issued by the Trinidad and Tobago Police Service that indicates whether or not a person has a record of criminal convictions in Trinidad and Tobago. Nationals of the Republic of Trinidad and Tobago domiciled in the United States and other persons who have lived in Trinidad and Tobago, can obtain a Certificate of Character through the Consulate General, New York. To do so, applicants must have their fingerprints recorded and certified by an authorized officer at any major Police Department i.e. your city's Police Headquarters or in Manhattan – ONE POLICE PLAZA. (Regular precincts do not normally provide this service). Prints are usually taken on a FBI card and must bear the authorized agency's seal.

Once the fingerprints are obtained, the applicant should then call the Consulate at 212 682 7272 Ext: 1104 to set up an appointment to have the appropriate application processed. A telephone contact should be provided.

The applicant is required to bring the following:

- Completed Fingerprint Card
- Trinidad and Tobago Passport and copy of bio-data page
- Trinidad and Tobago Identification Card and copy (if available)
- Fees: International Money Order – U.S. \$8.00 (payable to “Superintendent C.I.D. and C.R.O.”); Money Order - U.S. \$2.00 (payable to the Trinidad and Tobago Consulate)

Nationals who reside outside the New York area and are unable to visit the Consulate can be accommodated via mail-in applications as follows:

Download and complete the application form. (Please state current address, as well as, the last address in Trinidad and Tobago.) Mail the above-mentioned (notarized) copies of documents, along with Money Orders and a self-addressed stamped envelope to:

**Consulate General for the
Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor
New York, NY. 10038.**

Applications are forwarded to Trinidad for processing and certificates are usually received at the consulate approximately 4 to 6 weeks from the date of application. Once received, the applicant would be contacted at the telephone number provided so that the certificate can be collected or mailed.

**TRINIDAD AND TOBAGO POLICE SERVICE
CRIMINAL RECORDS OFFICE
APPLICATION FOR CERTIFICATE OF CHARACTER**

App. No
.....

Name (in block letters) Date.....

Address.....

Age..... Occupation.....

Purpose for which Certificate is required.....

Passport Number (if any)..... Registration Number.....

Fees: (1) International Money Order Only US\$8.00
Payable to Superintendent C.I.D. & C.R.O.
(2) Money Order Only US\$2.00 payable to the Signature.....
Trinidad and Tobago Consulate General

FOR OFFICIAL USE

Date fingerprint taken..... By whom.....

Signature.....

Classified by..... Date.....

Signature.....

Checked by..... Date.....

Signature.....

Result of Check.....

Senior Supt., Special Branch

Please report accordingly

Date..... Signature.....

Supt., C.I.D. & C.R.O.

Supt., C.I.D. & C.R.O.
.....
.....
.....

Date..... Signature.....

Snr., Supt., Special Branch

City Clerk

Prepare Certificate

Signature.....

Supt., C.I.D. & C.R.O.

File:

Date Issued..... Certificate No..... C.R.No.....

Signature.....

Supt., C.I.D. & C.R.O.