



**REGISTRAR GENERAL'S DEPARTMENT**

Ministry of the Attorney General and Legal Affairs

AGLA Tower, Government Campus Plaza, Corner of London and Richmond Streets, Port of Spain

**Authorisation to apply for Birth Certificates**

**Permission to apply**

Proof of identity for the Owner of Record and the Authorised Agent must be provided:-

<p><b>Owner of Record</b> Documents required from the Owner:- 1) 2 Forms of valid Identification (photocopies) 2) Recent Utility Bill with Residential Address 3) Letter Authorising the Agent</p>	<p><b>Authorised Agent</b> Documents required from the Authorised Agent:- 1) 2 Forms of valid Identification of Authorised Agent 2) Recent Utility Bill with Residential Address</p>
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**This form must also be completed and attached to the required documents.**

<p><b>Owner of Record – (the entitled person)</b></p> <p>Full Name <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Residential Address <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Cell Number <input type="text"/></p> <p>E-Mail Address <input type="text"/></p> <p><b>I give approval for my Authorised Agent to</b></p> <p><input type="checkbox"/> Make application for a certificate</p> <p><input type="checkbox"/> Make application for and collect the certificate on my behalf</p> <p><b>Certificate required</b> (e.g. birth, death, marriage) <input type="text"/></p> <p><b>Signature of Owner of Record</b> <input type="text"/></p> <p>Date Signed <input type="text"/></p>	<p><b>Authorised Agent</b></p> <p>Full Name <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Residential Address <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Cell Number <input type="text"/></p> <p>E-Mail Address <input type="text"/></p> <p>Company Name <input type="text"/></p> <p>Company Number <input type="text"/></p> <p><b>Signature of Authorised Agent</b> <input type="text"/></p> <p>Date Signed <input type="text"/></p>
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Authorisation letters including photocopies of identification documents must be notarized if an Applicant is based abroad.