

# GUIDELINES FOR INSERTION OF GIVEN NAMES

## Children (0-5 years)

- Original computerised Birth Certificate
- Immunization Card, Baptismal certificate (if any)
- Originals and photocopies of Electoral Identification Card/ Passport of parent

## Children (6-17 years)

- Original computerised birth certificate and Affidavits
- Immunization Card, Baptismal certificate (if any)
- Letter from the school stating the child's full name
- Originals and photocopy of child's passport (if any)
- Originals and photocopies of Electoral Identification Card/ Passport of parent

## Adults (18 years and over)

- Original computerised Birth Certificate and Affidavits, with necessary Deed Poll Originals and copies of two forms of ID (ID Card, Passport, new driver's permit)

If two forms of ID cannot be provided the applicant should submit their:

- a. NIS and Immunization cards, Baptismal certificate (if any)
- b. Two affidavits (one from a relative and the other from a non-relative)

- Can authorise a [close relative](#) (siblings, parents, husband) to conduct the insertion on his/her behalf. As such the authorised client should provide the necessary documents based on the authoriser's age bracket/scenario along with:
  - a. An [original](#) authorisation letter from the owner of the birth certificate
  - b. A copy of a valid form of ID

NB:-

## Adults (65 years and over)

- Original computerised Birth Certificate and Affidavits, with necessary Deed Poll and Court Order if any
- Originals and copies of two forms of ID (ID Card, Passport, new driver's permit)

If two forms of ID cannot be provided the client should submit their:

- a. NIS and Immunization cards, Baptismal certificate (if any)

- b. Two affidavits, one from a relative and the other from a non-relative who've known the applicant for more than 5 years (applicant can also provide a self-sworn affidavits)
- Can authorise a [close relative](#) (siblings, parents, husband) to conduct the insertion on his/her behalf. As such the authorised client should provide the necessary documents based on the authoriser's age bracket/scenario along with:
  - a. An [original](#) authorisation letter from the owner of the birth certificate
  - b. A copy of a valid form of ID

NB:-

**If documents were stolen, lost, destroyed (by fire/ flood), the applicant should provide:**

- A report from the relevant Station indicating the incident along with an affidavit from a non-relative

**Foreign Nationals:**

- Can also provide their international Identification card, Passport, Social Security Card, Green Card and/ Naturalization Certificate which [must be notarised](#).
- Can authorise a [relative](#) to conduct the insertion on his/her behalf. As such the authorised client should provide the necessary documents based on the authoriser's age bracket/scenario along with:
  - a. An [original](#) authorisation letter that has been [notarised](#) by a Notary Republic
  - c. A copy of a valid form of ID

NB:- If identification used was not issued in Trinidad and Tobago, the copy of the Out of State Identification used must be notarized

**Additional information:**

- If applicant cannot sign, a thumb print can be used. This process must be witnessed by a third party. The witness must provide a copy of their ID.
- Expired IDs are accepted once within a year of expiration