



The Government of the Republic of Trinidad and Tobago
Ministry of the Attorney General and Legal Affairs

CORPORATE COMMUNICATIONS DEPARTMENT

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MEDIA RELEASE

For Immediate Release

ATTN: News Editor

Dated: March 18, 2020.

**The Ministry of the Attorney General and Legal Affairs Revised Procedures
for Accessing Services**

The Ministry of the Attorney General and Legal Affairs (AGLA) in response to public demand has made significant advancements to its online facilities including the addition of E-Payments.

The AGLA therefore, advises that, effective March 18, 2020, the E-Payments facility will be available via our website www.agla.gov.tt and includes:-

- Registrar General's Department (RGD).
 - Birth Certificates
 - Death Certificates
 - Marriage Certificates - (Civil, Hindu, Muslim, In Extremis)
 - Adoption Certificates

- Intellectual Property Office (IPO)

OTHER ONLINE SERVICES

- Solicitor General's Department
- Registrar General's Department (Civil, Land and Companies Registries)

SOLICITOR GENERAL'S DEPARTMENT

In accordance with the Practice Directions Service by Electronic Means dated September 16, 2005, court documents which initiated civil proceedings against the State can be sent to SGSERVICES@AG.GOV.TT. The documents in relation to the following applications can also be sent to this email address.

1. Applications for Commissioner of Affidavits, Marriage Officers' Licence and Justice of Peace.
2. Renewals of Commissioner of Affidavits
3. Payment of stipends for the Justice of the Peace on a quarterly basis
4. Applications for special sessions for liquor licences

REGISTRAR GENERAL'S DEPARTMENT

This serves to advise that, effective March 19, 2020, the Registrar General's services **must be accessed** via our online facilities at www.agla.gov.tt or through scheduled walk-in appointments.

Scheduled walk-in Appointments can be made via the following Telephone numbers:

- **CIVIL REGISTRY- 223-2452 Ext. 3000**
- **LAND REGISTRY- 223-2452 Ext. 3001**
- **COMPANIES REGISTRY- 223-2452 Ext. 3002**
- **To Access the Public Search Room**
The public search room will facilitate walk-ins via a double shift system daily, these are:
 - 8:30am to 11:30 am
 - 12:00 pm to 3pm
 - **Fifteen (15) persons** will be allowed in the search room per shift. (Land, Civil, Companies)
 - **Five (5)** computer systems will be available for PIMS searches.

CIVIL REGISTRY

1.0. ONLINE SERVICES

Electronic Payment facilities are available for the following Services:

- Birth Certificates
- Death Certificates
- Marriage Certificates - (Civil, Hindu, Muslim, In Extremis)
- Adoption Certificates
- ❖ **Upon application and payment via credit card the certificate will be mailed to a local address of your choice.**
- ❖ **Persons who are not holders of credit cards, can also apply online but will have to make an appointment to effect payment and collect the certificate. They will receive a Receipt Reference Number, and are required to call the respective numbers previously stated, for an appointment to pay and collect Certificate.**

1.1.SCHEDULED WALK-IN APPOINTMENTS

Scheduled walk-in Appointments can be made for the following services in the Civil Registry:

- Insertion of Given Name and Father's Name
- Correction on all Civil Records
- Marriages- Applying for Marriage Licenses and Registration of Marriages
- Late Registrations
- Investigations
- Online Birth, Marriage, Death applications, Muslim Divorce Certificates and Searches

Guideline to Access the Public Search Room

The public search room will facilitate walk-ins via a double shift system daily, these are:

- 8:30am to 11:30 am
- 12:00 pm to 3pm

LAND REGISTRY

2.0 ONLINE SERVICES

Please utilize the following Online Services available in the Land registry:

- **Electronic filing Application**
 - ❖ Registration of Deeds
 - ❖ Certified Copies applications
 - ❖ Up-Stamping
- **Real Property Act (RPA) Online**
 - ❖ Return of Ownership
 - ❖ Tracking of RPA documents and queries
- **Property Information Management System (PIMS)**
 - ❖ Common Law Searches

2.1. CERTIFICATE OF TITLE

- The public is advised that all applications for duplicate Certificates of Title (CT), must be emailed to the following: (rgdduplicatect@gov.tt). The RGD will respond via email to advise on the status of requests and date of scheduled appointment for collection.

2.2. SCHEDULED WALK-IN APPOINTMENTS

Scheduled walk in Appointments can be made for the following services in the Land Registry (where the applicant has no subscription account)

- Payments for Registration of Deeds, RPA Registration and Certified Copies
- Collection of RPA Queries
- Up-Stamping
- to access Public Search Rooms

Public Search room requests for Manual Records must be made via email at (rgdpublicsearch@gov.tt) on the day before the record is required. Confirmation of the availability of the records will be communicated to the applicant via email

Guideline to Access the Public Search Room

The public search room will facilitate walk-ins via a double shift system daily, these are:

- 8:30am to 11:30 am
- 12:00 pm to 3pm
- **Fifteen (15) persons** will be allowed in the search room per shift. (Land, Civil, Companies)
- **Five (5)** computer systems will be available for PIMS searches.

COMPANIES REGISTRY

3.0. ONLINE SERVICES

Applicants are advised to, as far as possible; utilize the Companies Registry Online Search and Registration Facilities via

TTBIZ Link (www.ttbizlink.gov.tt) **for the following:**

- Registration of Business
- Incorporation of Companies

3.1. COMPANY SEARCHES

Company Record searches can be accessed via the pay per view companies' Registry online search facility at (<https://rgd.legalaffairs.gov.tt>) for searching of companies files.

3.2. SCHEDULED WALK-IN APPOINTMENTS

Scheduled walk in Appointments must be made for the lodging of:

- Post Registration and Post Incorporation documents
- Compliance/ Non-Profit Organization (NPO) Queries and Collection of Companies documents

▪ **Guideline to Access the Public Search Room**

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- 8:30am to 11:30 am
- 12:00 pm to 3pm

Fifteen (15) persons will be allowed in the search room per shift. (Land, Civil, Companies)