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# International Transgender Day of Visibility

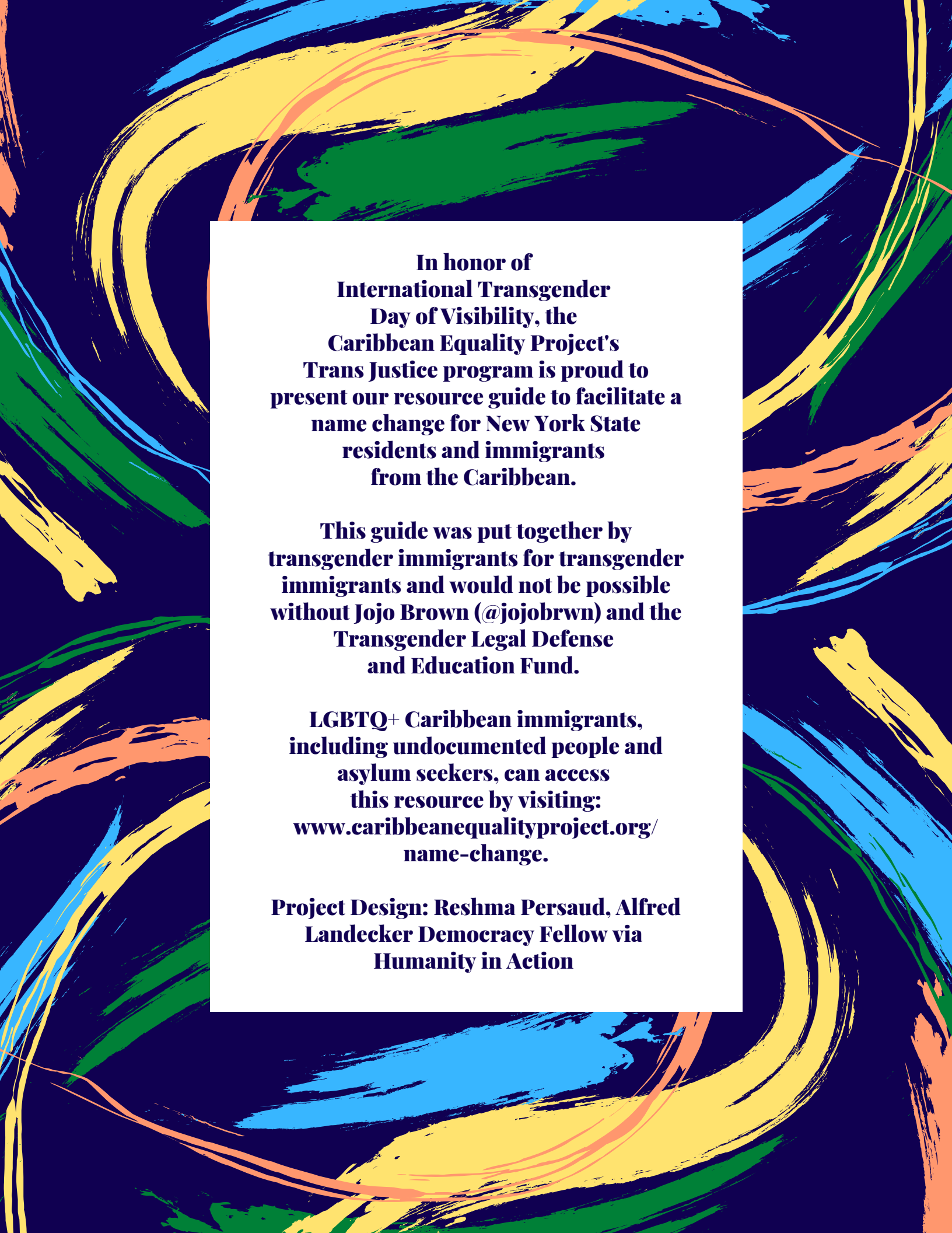
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*A resource guide to a legal  
name change for LGBTQ  
Caribbean Immigrants, done by  
and for trans immigrants.*



**Caribbean**  
EQUALITY PROJECT

ADVOCATING FOR CARIBBEAN LGBTQ+ VOICES IN NYC



**In honor of  
International Transgender  
Day of Visibility, the  
Caribbean Equality Project's  
Trans Justice program is proud to  
present our resource guide to facilitate a  
name change for New York State  
residents and immigrants  
from the Caribbean.**

**This guide was put together by  
transgender immigrants for transgender  
immigrants and would not be possible  
without Jojo Brown (@jojobrwn) and the  
Transgender Legal Defense  
and Education Fund.**

**LGBTQ+ Caribbean immigrants,  
including undocumented people and  
asylum seekers, can access  
this resource by visiting:  
[www.caribbeanequalityproject.org/  
name-change](http://www.caribbeanequalityproject.org/name-change).**

**Project Design: Reshma Persaud, Alfred  
Landecker Democracy Fellow via  
Humanity in Action**

*Instructions for*

## New York Residents

The New York County (Manhattan) Civil Court, at 111 Centre Street, is accepting and approving name change petitions during COVID-19. At this time, court dates are not being set. Due to the COVID-19 pandemic, the New York County Civil Courts are considering name change applications without a hearing.

You must bring \$65 (exact change or cashier's check), a certified copy of your birth certificate if you are born in the U.S. (order them here: <https://www.vitalchek.com/birth-certificates>), a piece of mail or bank statement as proof of address, current photo identification. Be sure to get your name change form notarized at a public notary before going to the civil court. Notary services usually cost a few dollars. If you were born outside of the U.S. we have a list of countries and instructions on how to receive a certified copy of your birth certificate.

Here is the link for the name change form:

<https://www.nycourts.gov/courts/nyc/civil/forms/namechangeadult.pdf>

We recommend filling the motion to waive publication which will efficiently facilitate your application. Please utilize the example paragraph below when filing your motion.

"As a transgender individual, I am very aware of the fact that transgender individuals are subject to high rates of discrimination, violence, abuse, and harassment because we are transgender. I fear that a published notice of this petition will jeopardize my safety and the safety of my family. The year 2020 has already seen at least 31 transgender or gender non-conforming people fatally shot or killed by other violent means, the majority of which were transgender women of color, like myself. I request that the publication requirement be waived for my safety from violence, harassment, and discrimination. In the event you decline my request to waive publication, I respectfully request that you allow me to omit my address from the publication, and that you allow me to publish in The Irish Echo."-Jojo Brown

Certified copies of the name change order are \$6 per copy. We recommend getting at least five and, in any event, as many as you can to make the copies easily accessible for future use. These are necessary to change your name at various government and private institutions such as the Department of Motor Vehicles (DMV) and banks.

*Instructions for*

## New York Residents (cont'd)

Please note that the court will only accept exact change for any fees it charges you.

### FOR AFTER RETRIEVING SIGNED COURT ORDERS:

- **DMV** - schedule appointment to correct name online at <https://dmv.ny.gov/make-reservation-1>
- **Bring** your Driver's License, certified name change court order, and application (<https://dmv.ny.gov/forms/mv44.pdf>)
- **SSA** - mail Application for a Social Security Card/photocopy of id/birth certificate (which they will return) <https://www.ssa.gov/forms/ss-5.pdf>
- **BANK** - bring name change order to bank (after changing ID)
- **CHANGING BIRTH CERTIFICATE** for those born in NYC: <https://www1.nyc.gov/assets/doh/downloads/pdf/vr/bcorrect.pdf>



*Instructions for*

## **How to apply for a certified Birth Certificate if you were born in the Caribbean**

Each country has their own process and form required to receive a certified copy of your birth certificate. As far as we are aware, fees are required to receive a copy of your birth certificate and may require some form of payment by credit/debit card. Please ensure you acquire translated documents if the official language of your country is not English.

You may also be able to use USCIS documents (that have your name and photo) in lieu of a birth certificate.

### **GUYANA**

**Step One:** You must be registered at the consulate before applying for the copy of your birth certificate. Register at the link here:

<https://www.guyanaconsulatennyork.org/getregistered>

**Step Two:** Go to <https://www.guyanaconsulatennyork.org/certificates#birth> and look for the section titled REQUIREMENTS FOR PERSONS RESIDING OVERSEAS WHO WISH TO APPLY FOR BIRTH/DEATH/MARRIAGE CERTIFICATES

**Step Three:** Follow the instructions on the form or website

#### **Consulate General of Guyana**

308 West 38th Street

New York, NY 10018

Phone: (212) 947-5110

Fax: (646) 915-0237

Email: [cgny@guyanaconsulatennyork.org](mailto:cgny@guyanaconsulatennyork.org)

Website: <https://www.guyanaconsulatennyork.org>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean



### JAMAICA

**Step One:** Go to <https://www.rgd.gov.jm/index.php/application-forms> to apply for a certified copy of your birth certificate

**Step Two:** Fill out the form and follow the instructions

#### Consulate General of Jamaica

767 Third Avenue

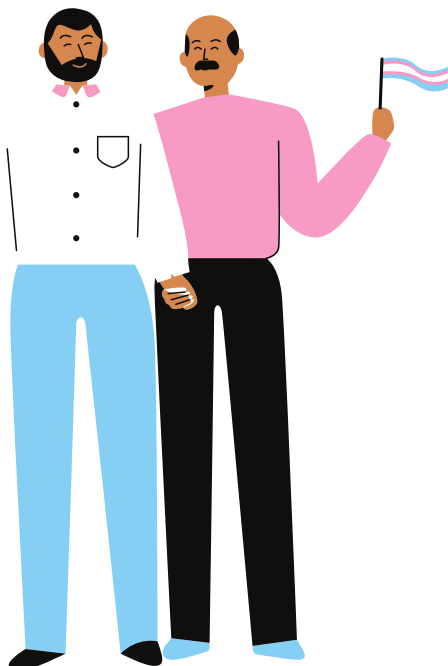
New York, NY 10017

Tel: 212-935-9000

Fax: 212-935-7507

Email: [registry@congenjamaica-ny.org](mailto:registry@congenjamaica-ny.org)

Website: <https://congenjamaica-ny.org>



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## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **BARBADOS**

**Step One:** Visit <https://www.barbadoslawcourts.gov.bb/certificates/> to order an overseas copy of your birth certificate

**Step Two:** Fill out the form and follow the instructions

#### **Barbados Ministry of Foreign Affairs**

820 Second Avenue, 5th Floor,  
Between 43rd and 44th Streets  
New York NY 10017

Phone: (212) 551-4325

Fax: (646) 329-6591

Email: [newyork@foreign.gov.bb](mailto:newyork@foreign.gov.bb)

Website: <https://www.foreign.gov.bb>



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## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **BELIZE**

**Step One:** Visit <https://www.belizeembassyusa.mfa.gov.bz/vital-statistics-forms> to find the Birth Certificate application form

**Step Two:** Fill out the form and follow the instructions on this form

#### **Belize Embassy in the United States**

2535 Massachusetts Ave NW

Washington, DC 20008-2826

Tel: (202) 332-9636

Fax: (202) 332-6888

Email: [reception.usa@mfa.gov.bz](mailto:reception.usa@mfa.gov.bz)

Website: <https://www.belizeembassyusa.mfa.gov.bz>





*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **GRENADA**

**Step One:** Visit <https://grenadaembassyusa.org/consulate/consular-nationals/>

**Step Two:** Scroll down to Other forms: Birth Certificates or click the link here: <https://grenadaembassyusa.org/wp-content/uploads/2015/04/Request-for-Birth-Certificate-Apr-2015.pdf>. Fill out and follow instructions on the form

#### **Grenada Embassy in the United States**

1701 New Hampshire Avenue NW

Washington, District of Columbia, 20009

United States of America

Phone: + 1 202-265-2561

Fax: + 1 202-265-2468

Email: [embassy@grenadaembassyusa.org](mailto:embassy@grenadaembassyusa.org)

Website: <https://grenadaembassyusa.org/contact/>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **MONTSERRAT**

**Step One:** Visit this link to inquire about receiving a copy of your birth certificate:

<https://www.gov.ms/government/judiciary-branch/registry>

#### **Montserrat Embassy in the United States**

845 Third Avenue

New York, NY 10022

Phone: 212-745-0200

Fax: 212-745-0362

Email: [publicenquiries@newyork.mail.fco.gov.uk](mailto:publicenquiries@newyork.mail.fco.gov.uk)

Website: <https://www.gov.ms>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **DOMINICA**

**Step One:** Visit <http://dominica.gov.dm/services/citizenship/application-for-birth-death-and-marriage-certificates>

**Step Two:** Fill out the form and follow the instructions

#### **Embassy of the Commonwealth of Dominica in the United States**

1001 19th St N #1200

Arlington, VA 20016

Tel: 202-364-6781

Email: [embdomdce@aol.com](mailto:embdomdce@aol.com)

Website: <https://dominica.gov.dm>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean



### SAINT LUCIA

**Step One:** Go to this link to find instruction on how to apply for your birth certificate:

<http://saintluciaconsulateny.org/wp-content/uploads/2014/06/Birth-Certificate-Instruction-Guide11.pdf>.

#### **Consulate General of Saint Lucia**

800 2nd Avenue, 5th Floor

New York, NY, 10017

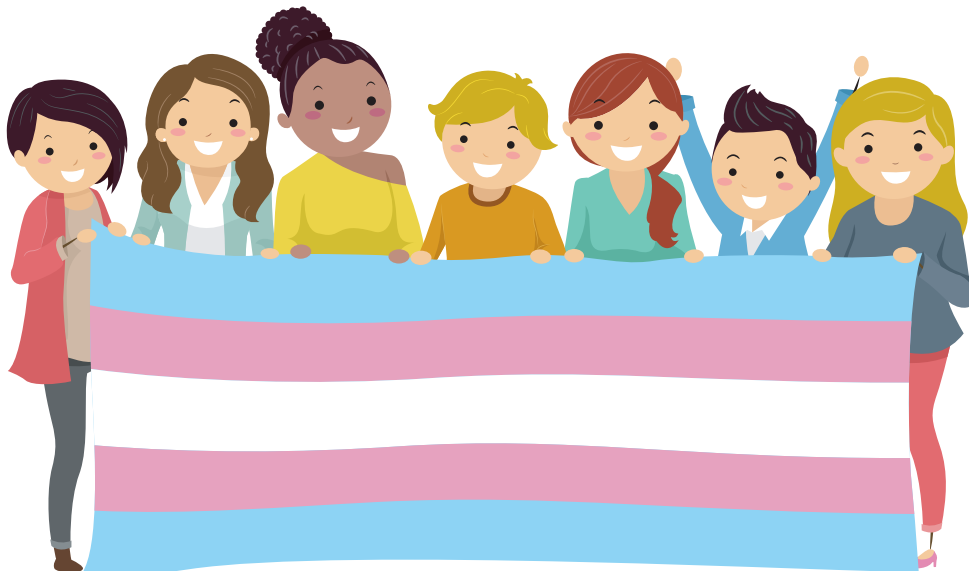
Mail: P.O. Box 4536, New York, NY, 10163

Phone: (212) 697-9360

Fax: (212) 697-4993

Email: [saintluciaconsulateny@gmail.com](mailto:saintluciaconsulateny@gmail.com)

Website: <http://saintluciaconsulateny.org>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean

### TRINIDAD & TOBAGO

**Step One:** Visit the link to the instructions and proper forms to fill out to apply for a certified copy of your birth certificate:

[https://foreign.gov.tt/documents/616/16\\_CGNY-BIRTH\\_Certificate\\_-\\_Form\\_and\\_Instructions\\_x7kj2PJ.pdf](https://foreign.gov.tt/documents/616/16_CGNY-BIRTH_Certificate_-_Form_and_Instructions_x7kj2PJ.pdf)

**Step Two:** Fill out and follow the instructions on the form.

#### **Consulate General of the Republic of Trinidad and Tobago**

J. André Laveau, Consul General

Address: 125 Maiden Lane, 4th Floor

New York, N.Y. 10038

Country: United States

Phone: 1-212-682-7272

Fax: 1-212-232-0368

Email: [cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt)

Website: <http://foreign.gov.tt/cgnewyork>



*Instructions for*

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### ANTIGUA

**Step One:** Print and fill out Birth Certificate Application Form:

[http://forms.gov.ag/CivilRegistry/Application\\_for\\_Birth\\_Certificate.pdf](http://forms.gov.ag/CivilRegistry/Application_for_Birth_Certificate.pdf)

**Step Two:** Attach completed Birth certificate application form to Procedure for applications for Birth, Death, Adoption and Marriage Certificates and for an Apostille of a Certificate:

[https://ab.gov.ag/pdf/notices/Applications\\_Birth\\_Death\\_Adoption\\_Marriage\\_Certificates.pdf](https://ab.gov.ag/pdf/notices/Applications_Birth_Death_Adoption_Marriage_Certificates.pdf)

**Step Three:** Follow instructions in Procedure for applications for Birth, Death, Adoption and Marriage Certificates and for an Apostille of a Certificate

#### **Consulate General of Antigua**

3 Dag Hammarskjold Plaza

305 E. 47th Street

6th Floor

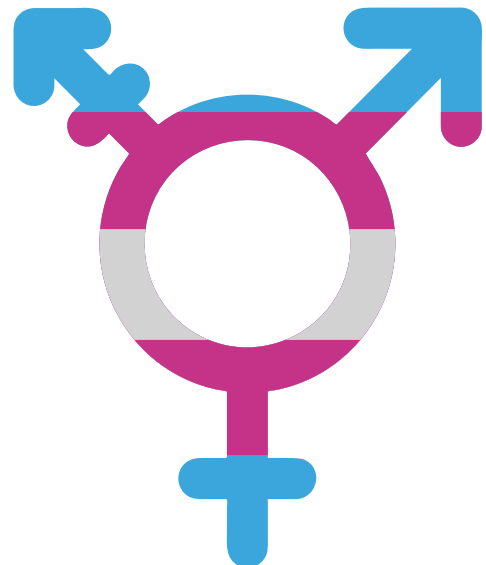
New York, NY 10017

Tel: (212) 541-4117

Fax: (646) 215-6009

Email: [consulateny@ab.gov.ag](mailto:consulateny@ab.gov.ag)

Website: <https://www.abconsulate.nyc>



*Instructions for*

## How to apply for a certified Birth Certificate if you were born in the Caribbean

### THE BAHAMAS

**Step One:** Visit this website:

[https://static1.squarespace.com/static/5bf595d789c17280393c5fff/t/5c890bba419202634193187d/1552485306699/RGD\\_Birth+Application.pdf](https://static1.squarespace.com/static/5bf595d789c17280393c5fff/t/5c890bba419202634193187d/1552485306699/RGD_Birth+Application.pdf) for the Birth Certificate Application

**Step Two:** Follow this instruction page for sending in the completed application

<https://static1.squarespace.com/static/5bf595d789c17280393c5fff/t/5c89315eb208fc3e4464f621/1552494942448/Birth+Certificate+Information.pdf>

**NOTE:** You do not need to pay the Apostille fee of \$120 USD. Only attach a valid payment of \$10 USD as described in the Birth Certificate Application form

#### **Consulate General of The Bahamas**

231 East 46th Street

New York, New York 10017

Phone: (212) 421-6420

Email: [consulate@bahamasny.com](mailto:consulate@bahamasny.com)

Website: <https://sunflower-koala-62m5.squarespace.com>



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## How to apply for a certified Birth Certificate if you were born in the Caribbean



### **SURINAME**

**Step One:** [https://www.surinameembassy.org/other\\_consular\\_services.shtml](https://www.surinameembassy.org/other_consular_services.shtml)

**Step Two:** Request for certified copy of Birth Certificate

Requirements:

- A letter requesting for a birth certificate containing:
  - Full name (correct spelling)
  - Date of birth
  - Names of parents
  - Last address in Suriname

Processing fee: \$ 30.00

Processing time: Allow approximately 90 days for processing.

### **Mailing Fee**

Domestic:

Express Mail US \$25.00

Pre-paid Federal Express/UPS/Express Mail label and/or envelope

International:

Only a pre-paid Federal Express/UPS/or DHL label and/or envelope

Form of Payment:

Cash (exact amount only and hand delivered)

Money Order / Certified Check/ No personal checks will be accepted.

### **Embassy of the Republic of Suriname**

4201 Connecticut Ave. NW, Suite 400

Washington, DC 20008

Tel: (202) 629-4302

Fax: (202) 629-4769

E-mail: [amb.vse@foreignaffairs.gov.sr](mailto:amb.vse@foreignaffairs.gov.sr)

Website: <https://www.surinameembassy.org/index.html>





**For any questions, comments or concerns,  
please reach out to the  
Caribbean Equality Project:**

**PO BOX 200248  
Queens, NY, 11420**

**Email: [info@CaribbeanEqualityProject.org](mailto:info@CaribbeanEqualityProject.org)**

**Phone: (347) 709-3179**



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***Please note that the countries listed in this  
resource guide are not reflective of all  
Caribbean countries. The content in this  
resource guide is pro se legal information and is  
subject to periodical future updates.***