



High Commission of the Republic of Trinidad and Tobago, New Delhi
Visa Application Checklist

YOU ARE ADVISED TO APPLY EARLY TO ALLOW TIME FOR PROCESSING
PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE SUBMITTING
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

1	Two (2) visa application forms with ALL 22 questions completed as per instruction sheet. Both copies must have original signatures. Signatures should match.
2	Two (2) passport sized colour photographs on each application. Photos should be identical, recent (not less than six months old), good quality with a clear image of eyes, ears, chin and nose.
3	Passport valid for a period of six (6) months from the date of intended travel. If current passport is newly issued provide previous passport.
4	(1) Colour copy of the front and back page of your passport.
5	If visiting for tourist purposes provide:
	a. Original invitation letter from your tour organizer, friend or relative contact in Trinidad and Tobago stating the purpose of visit, duration of travel and source of funding for trip and expenses for travel to Trinidad and Tobago.
	b. Original job letter from current employer stating your position, salary, duration of employment and that you will rejoin the company after your visit to Trinidad and Tobago. Letter MUST have company stamp on it.
	c. If you do not know anyone in T&T, please provide the name, address and telephone contact of the hotel or guest house where you will be staying in the Reference Section .
	c. Bank Statement for the last six (6) months. Must be original document from bank.
6	If visiting for business purposes provide:
	a. Original invitation letter from your business contact in Trinidad and Tobago stating the purpose of visit, duration of travel and source of funding for trip and expenses for travel to Trinidad and Tobago. Letter must have company stamp on it if from source other than yourself.
	b. Original job letter from current employer stating your position, salary, duration of employment and that you will rejoin the company after your visit to Trinidad and Tobago. Letter MUST have company stamp on it.
	c. If you are going for business for the first time or for the first time within the last 365 days, you are advised to apply for a Single Entry visa.
	d. Bank Statement for the last six (6) months. Must be original document from bank.
	e. A certified copy of latest tax return.
	f. Enclose your business card if available.
7	If going to study in Trinidad and Tobago provide:
	a. The original and two (2) copies of the letter of acceptance from the relevant educational institute in Trinidad and Tobago stipulating the course of study and duration of study. Letter must be stamped with institute's seal. *
	b. Evidence of financial support. Provide an original letter from your bank detailing account balance or an original letter from person that will be paying the tuition fees and related living expenses.*
8	If taking up employment in Trinidad and Tobago please provide:
	a. Original job letter * and two (2) copies. As well as a letter and two copies from the company in Trinidad and Tobago. Letters must have the company stamp on them.
	b. Original Work Permit* and two (2) photo copies.
9	Notarized authorisation from the minor child's parents and/or legal guardians if minor child is travelling with one parent or adults who are not the minor child's parents.
10	The proposed travel itinerary. You are strongly advised not to confirm/purchase tickets until after visa application is processed.
11	Fees. Provide appropriate fees via appropriate payment method for visa application and return courier if required. If applying in a group please make combined draft for all persons in group along with courier charges if required. If an applicant has a valid Work Permit and duration is more than three (3) months, you can apply for a Multiple Entry visa
12	If unable to apply in person and you choose to use a third party, please fill in authorisation form provided.
13	Self addressed envelope for return of passport and original documents.
	* ONLY ORIGINAL DOCUMENTS MARKED WITH * WILL BE RETURNED.
	Ver:23/06/10



High Commission of the Republic of Trinidad and Tobago, New Delhi

Telephone: (91)-4600-7500 Email:consular@hctt.net

Visa Application Form Instructions

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- ◆ Fill in the visa application form in duplicate (i.e. two copies); make sure each form has **original recent passport size photographs (no less than six months) in colour with clear sight of eyes, nose, ears and chin.**
- ◆ Original signature of the applicant **must be signed** on each form. No photocopy of the signature will be allowed.
- ◆ The Visa application form can be photocopied, however only clean copies will be processed.
- ◆ Make sure handwriting is readable otherwise the application will not be processed.
- ◆ All twenty-two (22) questions **MUST** be answered.
- ◆ Any question not answered will make the application form incomplete and incomplete applications are not processed.

The following is an explanation of what is expected in each question on the form:

1. Provide Family Name or Surname as printed in your passport.
2. Provide Given Name or First Name (s) as printed in your passport.
3. Married women are to provide their Family Name (or Surname) used before they got married.
4. Provide your place and date of birth as printed in your passport
5. State what nationality you were at birth.
6. State your present nationality.
7. State whether you are married or single. Provide your passport number as printed in your passport.
8. Provide the place of issue of passport as printed in your passport and the date of issue of passport as printed in your passport in the spaces provided.
9. Provide date of expiry of passport as printed in your passport and State your occupation in the spaces provided.
10. State the name and address of the company where you currently work.
11. a. State how much money you earn each year and in what currency.
b. State the nature of your business.
12. State whether you have been deported from Trinidad and Tobago.
13. Provide the date of departure for Trinidad and Tobago.
14. Provide the address of where you will stay in Trinidad and Tobago.
15. State why you are visiting Trinidad and Tobago
16. State how long you will stay in Trinidad and Tobago
17. Provide your permanent address
18. Provide your personal contact numbers. These will be required if the Visa Unit needs to contact you for any reason. **DO NOT PROVIDE YOUR AGENT'S NUMBER. IF YOU DO YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.**
19. State whether you received a Trinidad and Tobago visa before.
Provide the Visa Number and Date of Issue of the any previous visa obtained.
20. Provide references in Trinidad and Tobago, including contact information.
21. State who will pay for your ticket and expenses during your stay in Trinidad and Tobago.
22. If traveling with your children state the name, ages and place of birth

****If you choose to utilize the services of a Third Party to apply on your behalf please also enclose the Authorisation Form in your application package. The applicant NOT A THIRD PARTY must sign the form.**

**** No queries will be entertained by a person who is not on the Third Party Form**

VisaApp ver 23/06/2010



High Commission of the Republic of Trinidad and Tobago

B3/26 Vasant Vihar
New Delhi – 110057
India

Tel: +91 11 4600 7500
Fax: +91 11 4600 7505
E-mail: consular@hctt.net

Visa Application Procedures

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How to Submit:

1. **In person** at the High Commission between the hours of 10:00 a.m. to 12:00 p.m., Mondays to Fridays excluding Saturdays, Sundays and public holidays. **OR**
2. **Via courier** to the High Commission attention the **Consular Unit**. If you mail your application please ensure all documents are enclosed, the application is signed and a demand draft for the visa application fee and return courier are included.

Visa Processing:

- **Will take from three (3) up to twenty one (21) days**, should no additional information and/or interview be required.
- The Visa Officer can request **additional information** if he/she requires. Should this be the case, the applicant will be contacted and if an interview is required it will be scheduled between 1:30 p.m. to 2:30 p.m. on Mondays to Fridays.
- You are advised to call the Consular Unit of the High Commission during the hours of 10:00 a.m. to 12:00 noon, Monday to Friday (except public holidays) quoting the **Tracking Number of the Ticket** you received on drop-off; or
- Send an email **at anytime** to consular@hctt.net to check on the status of your application.

Enquiries on visa procedures/applications can be made through post, email: consular@hctt.net or telephone at (91) – 4600-7500 (Mondays to Fridays between 10:00 a.m. to 12:00 Noon only excluding public holidays).

Fees are payable via bank draft in the name of '**High Commission of Trinidad and Tobago**'.

For applicants applying outside of India you can send the fees via Western Union.

Call or email us for the name of the payee at the High Commission.

Visa Fees

Single Entry Visa	Rs. 1257
Multiple Entry Visa	Rs. 2514

Return courier fees

Within India	Rs. 185
International	Rs. 2125

Return of Passport:

Once you are notified that your application has been processed, collection time of your passport is between 2:30 to 3:30 pm Monday to Friday **only** (excluding public holidays).

You must provide the Ticket received at drop-off to pick up your passport.



REPUBLIC OF TRINIDAD AND TOBAGO

VISA APPLICATION FORM

(Print all answers - Fill out in duplicate when application is made outside of Trinidad and Tobago)

Visa No Date of Issue File No.

1. Mr./Ms./Mrs.
(Family name)

2.
(Given Name)

3. Maiden Name

4. Place and date of birth

5. Nationality at birth

6. Present Nationality

7. Married or Single Passport No.

8. Place of Issue Date of Issue Signature

9. Valid Until Occupation

10. Name and Address of Firm

11. Annual Income(TT Dollars) 12. Have you ever been deported from Trinidad and Tobago? Yes No

If (yes) give date and details

13. State offences (other than traffic offences) for which you have been convicted if any and give the date of conviction in each case

14. Proposed date of departure for Trinidad and Tobago

15. Address in Trinidad and Tobago

16. Purpose of visit to Trinidad and Tobago (in detail)

17. Anticipated period of visit

18. Permanent Address

19. Telephone numbers: Home Cell E-mail

20. Have you ever applied for a visa before? Yes No

Was the visa issued or refused?

If issued give number and date of issue

21. Give two (2) references in Trinidad and Tobago to whom you are well known:

NAME	NATIONALITY	ADDRESS	TELEPHONE NUMBER	OCCUPATION	RELATIONSHIP

22. What financial means will be held on arrival for support during your stay.....

23. If accompanied by children, state names, ages and place of birth

NAME	DATE OF BIRTH	PLACE OF BIRTH

DECLARATION

I understand that failure to disclose to the issuing authority or to an Immigration Officer any change of circumstances between the date of this application and my arrival in Trinidad and Tobago may invalidate the visa. I declare that the information given in this application is correct to the best of my knowledge and belief.

Signature Date

For Official Use

Application received at On

Approved by Date

Signed by Date
(Issuing Authority)



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Authorisation Form for Third Party to Apply for Visa

I, _____, holder of _____
(Name as in passport) (Country of Passport)

passport no. _____ authorise the following to apply for the Trinidad and Tobago visa
(Passport No.)

on my behalf:

Name : _____
Occupation : _____
Business : _____
Address : _____
Tel. : _____
Fax : _____
Mobile : _____
Email : _____

Signature of Applicant: _____ Date: _____



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Notification of Withdrawal of Visa Application

I, _____, holder of _____
(Name as in passport) (Country of Passport)

passport no. _____ withdraw my application for the Trinidad and Tobago entry visa
on my own accord.

Signature of Applicant: _____ Date: _____