



IMMIGRATION DIVISION  
MINISTRY OF NATIONAL SECURITY

# EMERGENCY TRAVEL DOCUMENT APPLICATION

## For Trinidad and Tobago Citizens and Residents (all ages).

### INSTRUCTIONS AND GENERAL INFORMATION

This form should be used **only** when the applicant is not in possession of his/her travel document.

#### 1. CITIZENS - Original documentary evidence of your Citizenship must be submitted

If you were born in Trinidad and Tobago you must submit the following:

- **Birth Certificate**
- **Trinidad and Tobago Identification Card**
- **Affidavit(s) or deed poll(s) (where applicable)**
- **Female applicants who are married must submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes must be produced**

If you were born outside of Trinidad and Tobago and are a citizen by any of the following, you must submit:

- **Descent-** Birth Certificate, proof of parents' Trinidad and Tobago citizenship; their birth certificates, marriage certificates and passport, Trinidad and Tobago citizenship certificate.
- **Registration-** Certificate of Registration, Birth Certificate.
- **Naturalisation-** Certificate of Naturalisation, Birth Certificate.
- **Adoption-** Certificate of Adoption, Birth Certificate where possible.

#### 2. RESIDENTS – Persons who are residents of Trinidad and Tobago must submit the following:

- **Certificate of Residence of Trinidad and Tobago**
- **Birth Certificate**
- **Trinidad and Tobago Identification Card**
- **Affidavit(s) or deed poll(s) (where applicable)**
- **Female applicants who are married must submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes must be produced**

**\*N.B.\* PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS**

#### 3. REQUIREMENTS

The applicant **must** –

- Complete and sign the application form.
- Have the application form signed by an eligible recommender (See Section 5).
- Submit the most recently issued passport in which his / her name appears.
- Ensure that the name entered on the application form is the name the applicant wishes to appear in the passport.
- Provide evidence of any change of name by submitting a **Deed Poll**.

**NOTE :** If the information on the application form differs from the information on the documentary evidence produced, you may be required to submit a **Sworn Declaration** to clarify any differences.

Children over the age of five (5) years must sign the 'specimen signature' in the presence of the interviewing officer.

#### 4. PHOTOGRAPH SPECIFICATIONS

- Do not pin, staple or glue photographs to the application.
- Submit two (2) unmounted coloured photographs showing a full front view of applicant's face with eyes open and without dark glasses, unless there is a physical disability. Headdress may be accepted only in keeping with religious customs or for medical reasons. In **all** cases, full facial features from bottom of chin to top of forehead must be clearly visible.
- Photographs should measure **31mm wide** and **41 mm high**
- Photographs **must** have been taken within the last 6 months.

**PLEASE NOTE. THE ABOVE SPECIFICATIONS ARE IN KEEPING WITH THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) GUIDELINES. ANY PHOTOGRAPHS THAT DO NOT MEET THESE SPECIFICATIONS WILL BE REJECTED.**

**5. DECLARATION OF THE RECOMMENDER**

- The Recommender who countersigns your application must have known you personally for at least three (3) years and know you well enough to be confident that the statements you have made in the application are true.
- **The Recommender must not be an immediate relative of the applicant.**
- The Recommender must be a citizen of Trinidad and Tobago and be included in one of the following categories:
  - **Minister of Religion registered under law to perform marriages.**
  - **Managing Director, Director and Manager of Banks and Companies.**
  - **Professionals (University Graduates). (State qualifications)**
  - **Member of Parliament, Mayor, Borough or County Councillor.**
  - **Notary Public/Justice of the Peace/Commissioner of Affidavits.**
  - **Senior Public Servants (Range 30 and above).**
  - **Police Officer (Corporal and above rank). (Include Regimental Number)**
  - **Prison Officer II and above rank. (Include Regimental Number)**
  - **Fire Sub-Officer and above rank. (Include Regimental Number)**
  - **Member of Defence Force (Corporal/Leading Seaman and above rank). (Include Regimental Number)**
  - **School Principal, Vice-Principal, Lecturer, Graduate Teacher (Teacher I and above rank).**

**\*\*If the Recommender is a retiree, his/her home address should be provided in Section (4) of the application form in lieu of address of firm/organisation.**

- The Recommender must certify the reverse of one photograph with the following words, :-  
**“I certify that this is a true likeness of the applicant (or child) .....**”

The Recommender must then affix his/her signature **and** his/her name in **block letters**. Notarial seals must **not** be imprinted on photographs.

**GENERAL INFORMATION**

If you are residing outside of Trinidad and Tobago further information may be obtained at our website stated below or any of the following missions:

**High Commission of the Republic of Trinidad and Tobago,  
London, UK  
#42 Belgrave Square  
London  
SW1X 8NT  
Tel: 01-144-207-245-9351**

**Consulate General of the Republic of Trinidad and Tobago,  
Toronto, Canada  
#2005 Sheppard Avenue East  
Suite 303, Willowdale  
Ontario  
M2J 5B4  
Tel: 1-426-495-9442/3, 7342, 7847**

**Consulate General of the Republic of Trinidad and Tobago,  
New York, USA  
# 475 5<sup>TH</sup> Avenue  
Fourth floor  
New York, N.Y.  
10017-3204  
Tel: 1-212-682-7272**

**Consulate General of the Republic of Trinidad and Tobago,  
Miami, USA  
#1000 Brickell Avenue  
Suite 800  
Miami, FL.  
33131-3047  
Tel: 1-305-374-2199**

**Embassy of the Republic of Trinidad and Tobago,  
Washington DC, USA  
#1708 Massachusetts Avenue  
N.W. Washington DC  
20036-1975  
Tel: 1-202-467-6490/3**

**IMPORTANT NOTICE**  
**PROTECT YOURSELF FROM IDENTITY THEFT- REPORT YOUR LOST OR STOLEN PASSPORT**

For further Information please see our website at [www.immigration.gov.tt](http://www.immigration.gov.tt)