



**Ministry of Foreign Affairs and Communications**  
**Republic of Trinidad and Tobago**  
**Levels 10-14, Tower C, Waterfront Complex**  
**1A Wrightson Road, Port of Spain**  
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(August 2, 2011)

**WARNING TO ALL APPLICANTS:**

Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to a fine and imprisonment.

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**APPLICATION FOR CERTIFICATE OF RECOGNITION OF  
 CARIBBEAN COMMUNITY SKILLS QUALIFICATION**

**Name:** \_\_\_\_\_

**Last name**

**First name**

**Middle name (s)**

**Sex:** Female

Male

**Marital Status:** Single

Married

Divorced

Widowed

**Place of Birth:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Profession:** \_\_\_\_\_

**Qualifications:**

<u>Qualification:</u>	<u>Institution:</u> (Name and Address) (if done via distance learning state through which institution)	<u>Year</u>

**Passport Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Place and Date of Issue:** \_\_\_\_\_

**Expiry Date of Trinidad and Tobago Immigration Stamp:** \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Current Address (if different): \_\_\_\_\_

Tel No (in T&T): \_\_\_\_\_ Fax No (in T&T): \_\_\_\_\_

Email: \_\_\_\_\_

Name of Employer (Organization): \_\_\_\_\_

Work Address: \_\_\_\_\_

(For non-Trinidad and Tobago Nationals)

Intended place of work (if known): \_\_\_\_\_

Dependents (*including Spouse*):

<u>Name of Dependent</u>	<u>Relationship to Applicant</u>

I, the undersigned, do solemnly declare that all statements made in this application are true.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Official Remarks

**PLEASE PROVIDE THE ORIGINAL DOCUMENT AND ONE COPY OF THE FOLLOWING:**

1. Persons applying as **University Graduates** (holders of a Bachelor's Degree, Master's Degree and/or PhD) are required to provide university degree certificates and those applying as **Artistes, Media Workers, Musicians** or **Sportspersons** are required to submit, *in addition* to relevant qualifications, the following documents:
  - A letter from the respective National Federation or Ministry which clearly states that the applicant was registered in a particular field of art, music, sports or as a media worker.
  - Letters from previous employers clearly stating the function the applicant was performing.
  - A portfolio of work previously done, invoices, references, etc.
  - Applicants should also register with the applicable Professional Body e.g. the Medical Board of Trinidad and Tobago, Ministry of Education, Copyright Organisation of Trinidad and Tobago (COTT), etc.
2. Birth certificate
3. Birth certificates of children listed as dependents
4. Passport (copy of pages with biographical details, date of issue and expiry). Non-nationals are required to provide a copy of the passport page with the Immigration stamp showing approved stay in Trinidad and Tobago. (*It is advised that applicants do not wait until approved stay is almost up as this will delay the processing of the application*).
5. Marriage certificate, Divorce Decree or Deed of Separation where applicable.

Please also provide the following:

1. A valid Police Certificate of Good Character from the applicant's country of origin **and** from any other country where the applicant resided for more than three months. (*This applies to both Nationals and Non-nationals of Trinidad and Tobago*).

For the purpose of this process, the Certificate of Character remains valid for six months from the date of issue.

Applicants who have been living or present in Trinidad and Tobago for three or more months are required to submit a Police Certificate of Good Character issued by the Commissioner of Police of Trinidad and Tobago. Applicants who were students at tertiary institutions in Trinidad and Tobago are required to submit a Police Certificate of Good Character issued by the Commissioner of Police of Trinidad and Tobago.

2. Three (3) **identical** passport-sized photographs. All photos should be 31mm wide and 41mm high with a white background.

**Original documents with the exception of the Police Certificate of Good Character will be returned immediately to the applicant.**

**Applicants should note that according to the Immigration (Caribbean Community Skilled Nationals) Act 1996, 2(1), "dependent member of the family" in relation to a person means**

- (a) **a child or step-child under the age of eighteen years;**
- (b) **a child over the age of eighteen years and wholly dependent on that person for his subsistence;**
- (c) **a parent and a grandparent wholly dependent on that person for their subsistence**