



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)



# APPLICATION FORM FOR TRINIDAD AND TOBAGO EMERGENCY TRAVEL DOCUMENT

PLEASE PRINT INFORMATION IN BLOCK LETTERS  
USING DARK BLUE OR BLACK INK PEN

**WARNING TO ALL APPLICANTS AND RECOMMENDERS**  
*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 fine and imprisonment.*

FOR OFFICIAL USE ONLY

DOCUMENT # _____	REASON FOR APPLICAITON _____	DATE OF ISSUE _____	CITIZEN [ ]
ORIGIN _____	RECEIPT # _____	VALID TO _____	RESIDENT [ ]
PRE-PAID SHIPPING _____	DATED _____	PICK UP _____	OTHER [ ]

**1. NAME TO APPEAR IN DOCUMENT (APPLICANT OR CHILD)**

**SURNAME** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_

**MIDDLE NAME(S)** \_\_\_\_\_

**MAIDEN NAME** \_\_\_\_\_

**FORMER NAME**

SURNAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

**MOTHER'S MAIDEN NAME**

SURNAME \_\_\_\_\_

**2. PERSONAL INFORMATION OF DOCUMENT HOLDER**

PHOTOGRAPH

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SEX MALE [ ] FEMALE [ ]

Day Month Year

PLACE OF BIRTH \_\_\_\_\_

TOWN / CITY

\_\_\_\_\_

COUNTRY

HEIGHT (CM) \_\_\_\_\_ EYE COLOUR \_\_\_\_\_

HAIR COLOUR \_\_\_\_\_

MARITAL STATUS : SINGLE [ ] MARRIED [ ] WIDOWED [ ] DIVORCED [ ]

SEPARATED [ ] OTHER [ ]

OCCUPATION / PROFESSION \_\_\_\_\_

**HOME ADDRESS**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town/ City Zip Code Country

**MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town/ City Zip Code Country

**WORK ADDRESS, OR IF RESIDENT ABROAD, LOCAL ADDRESS**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town/ City Zip Code Country

**NAME OF FIRM / ORGANIZATION**

\_\_\_\_\_

HOME TEL. NO. \_\_\_\_\_ / OFFICE TEL. NO. \_\_\_\_\_

I solemnly declare that :

- (i) I am a Citizen / Resident of Trinidad and Tobago,
- (ii) The statements made in this application are true,
- (iii) The photographs enclosed are a true likeness of me
- (iv) I do not have nor am I in possession of a valid travel document at this time and
- (v) I know the recommender for at least three years.

Signature of Applicant or Child

\_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I.D. \_\_\_\_\_ Date Of Issue \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Day Month Year Day Month Year

DO NOT BEND OR FOLD

**3. DECLARATION OF APPLICANT ON BEHALF OF A MINOR (UNDER THE AGE OF 18 YEARS)**

I, *FIRST NAME* \_\_\_\_\_

*SURNAME* \_\_\_\_\_

Solemnly declare that I am the \_\_\_\_\_ of the child whose name is  
(RELATIONSHIP)

*FIRST NAME* \_\_\_\_\_

*SURNAME* \_\_\_\_\_

I also declare that the statements made in this application are true, the photographs enclosed are a true likeness of the child and I have know the recommender for at least three years.

DATED \_\_\_\_\_  
Day Month Year

Signature of Parent/ legal Guardian →



**4. DECLARATION OF RECOMMENDER \* (To be completed by the Recommender Only) \***

I, *FIRST NAME* \_\_\_\_\_

*SURNAME* \_\_\_\_\_

Solemnly declare that I am a commonwealth citizen and to the best of my knowledge and belief, all statements made in this application form are true. I make this declaration from my knowledge of the applicant whose name is :

**NAME OF APPLICANT**

*FIRST NAME* \_\_\_\_\_

*SURNAME* \_\_\_\_\_

Whom I have known personally for \_\_\_\_\_ years.

**MY OCCUPATION** \_\_\_\_\_

**NAME OF FIRM / ORGANIZATION AND ADDRESS**

\_\_\_\_\_  
Name of Firm / Organization

\_\_\_\_\_  
Street Name Town/ City

\_\_\_\_\_  
Town /City Zip Code Country

**OFFICE TEL. NO.** \_\_\_\_\_ **HOME TEL. NO.** \_\_\_\_\_

Dated \_\_\_\_\_  
Day Month Year

I.D. / D.P. / PASSPORT # \_\_\_\_\_

Date of Issue \_\_\_\_\_  
Day Month Year

Signature of Recommender →



**5. FOR OFFICIAL USE ONLY**

Birth / Baptismal Certificate ..... Applicant seen by .....

Naturalization Certificate ..... Approved By .....

Adoption Certificate ..... Document Written .....

Registration Certificate ..... Document signed by .....

Decree Absolute .....

Marriage Certificate ..... Approving Officer's Stamp

Sworn Declaration .....

Deed Poll .....

Others .....

**6. SPECIMEN SIGNATURE OF HOLDER WHICH WILL BE DETACHED AND AFFIXED TO THE TRAVEL DOCUMENT.**

