



EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

1708 Massachusetts Avenue N.W., Washington D.C. 20036
Phone: (202)-467-6490 Email: embdcimmigration@foreign.gov.tt

Issuance of Visitor Visas to Trinidad and Tobago

The processing time for all visas is 10 - 14 business days. No assurance regarding the issuance of visas can be given in advance. Therefore, final travel plans should not be made until a visa has been issued. Submittal of Visa applications should be done approximately one (1) month prior to your intended travel date. Visa applications are **only** accepted by **mail** or **"drop-box"** (located at the Embassy).

Ordinary Passport holders requesting a **multiple entry visa** should contact the Embassy's Immigration Department before submitting an application. **Phone: (202)-467-6490** or **email: embdcimmigration@foreign.gov.tt**

CHECKLIST

- **FORM:** Completed Visa Application form document 21.
- **PASSPORT:** Passport must be valid for the duration of the proposed stay in Trinidad and Tobago and for a further period of six (6) months.
- **PHOTOS:** Two recent passport sized photos (white background) measuring 2" x 2". Photos must be taken within the last 6 months.
- **PROOF OF STATUS IN UNITED STATES:** Notarised copy of document-indicating applicant's legal status in the United States of America (permanent resident *card* or work permit). In instances where the applicant is on a student visa, work visa, missionary visa or any other applicable visas, please be sure to produce the passport in which the visa has been issued and/or the I-94 Card from passport.
- **EMPLOYMENT LETTER:**
 - Employment letters must be recently issued within three (3) months of the date of application and must be on official letterhead from issuing company. Each job letter (if applicable), must be signed by Human Resource personnel and provide their contact information.
 - Enrollment verification letter from the school currently attending, for full time students who are unemployed.
- **INVITATION LETTER:** Invitation letters from host accompanied by a coloured copy of their passport or Identification Card.
 - Visa applicants, who are travelling to Trinidad and Tobago for business or school, must produce letters from the company or institution associated. It should state purpose of travel and the duration of their trip.
- **BANK STATEMENT:** Statements must display applicant's full name and show three (3) months of most recent account activity.

Additional documents may be required on a case-by-case basis.

- **PAYMENTS:** Single Entry Visa - \$53.00; multiple entry Visa - \$85.00. All payments must be made payable to **"Embassy of Trinidad and Tobago"** by **money order only**.
- **POSTAGE:** A money order for **\$28.75 (subject to change)** must be provided for postage along with a letter of authorization.
 - The authorization letter must include full name (addressee), full address of where the passport(s), should be mailed and a valid contact number. The authorization letter can also be found on our website at www.foreign.gov.tt/embwashington (Document 13).



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Issuance of Diplomatic and Official Visas to Trinidad and Tobago

The processing time for all visas is 10 - 14 business days. Visa applications are **only** accepted by **mail** or **"drop-box"** (located at the Embassy).

Ordinary passport holders requesting a **diplomatic** or **official visa** must produce an official letter from an accredited organization.

CHECKLIST

- **FORM:** Completed Visa Application form; *document 21*.
- **PASSPORT:** Passport must be valid for the duration of the proposed stay in Trinidad and Tobago.
 - *Holders of Laissez Passer or United Nations passports: this document, must be produced along with ordinary passport.*
- **PHOTOS:** Two recent passport sized photos (white background) measuring 2" x 2". Photos must be taken within the last 6 months.
- **OFFICIAL LETTER:** Issued by the Department of State or accredited organization requesting official or diplomatic visa.

Additional documents may be required on a case-by-case basis.

- **PAYMENTS:** Diplomatic or Official Visas are gratis (free).
- **POSTAGE** A money order for **\$28.75** (subject to change) must be provided for postage along with a letter of authorization. *All payments must be made payable to **"Embassy of Trinidad and Tobago"** by **money order only**.*
 - The authorization letter must include full name (addressee), full address of where the passport(s), should be mailed and a valid contact number. The authorization letter can also be found on our website at www.foreign.gov.tt/embwashington (Document 13).