



**HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO
NEW DELHI, INDIA**

VISA APPLICATION PROCEDURES

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

How to Submit:

1. **In person** at the High Commission between the hours of 10:00 a.m. to 12:00 noon, Mondays to Fridays excluding Saturdays, Sundays and public holidays. **OR**
2. **Via courier: Attn: Consular Unit, High Commission of Trinidad and Tobago** If you mail your application please ensure all the required 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 between three (3) 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 hcttndconsular@foreign.gov.tt to check on the status of your application.

Enquiries on visa procedures/applications can be made via post, email: hcttndconsular@foreign.gov.tt 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 may 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. 560
International	Rs. 3040

Return of Passport:

Once you are notified that your application has been processed, collection time of your passport is between 2:30pm 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.