



High Commission for the Republic of Trinidad and Tobago

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**VISA APPLICATION REQUIREMENTS FOR
THE REPUBLIC OF TRINIDAD AND TOBAGO**

1) GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- Visa application forms are available at the Trinidad and Tobago High Commission, London or via the Trinidad and Tobago Ministry of Foreign Affairs website: <https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/high-commission-london-united-kingdom/>
- On completion of the application form all section must be completed with the required information. **(Please note incomplete forms will cause a delay in your application).**
- Applicants must sign on the signature line located under the photograph box on page one (1) and at the Declaration section on page two (2).

2) REQUIREMENTS

- Passport of Applicant/s (**valid for a minimum of six months**)
- Residence Permit (**valid for a minimum of six months**)
- Marriage Certificate (**all applicants**)
- Job Letter / Self Employment documents to show proof of self employment.
- Pensioners must submit proof of pension and bank statements reflecting Pension payment
- Six (6) months bank statements reflecting income (**all applicants**).
- **Students** must submit a letter from the College/University etc... informing that they do attend the establishment, the course of study and when their study will cease.
- For sponsored trips a letter from the sponsor along with a copy of the bio data page of their passport and their bank statements for a period of six months, must be submitted.
- If travelling with minors, a copy of the child's passport must be submitted along with the flight itinerary) If applying for a visa for a child, the original passport must be submitted along with accompanying documents.
- If travelling with spouse, submit a copy of their passport and flight itinerary.
- If spouse is not a national of Trinidad and Tobago and does not require a visa but will also be travelling, a copy of their passport must be submitted.
- If spouse is a Trinidad and Tobago national, a copy of their Trinidad and Tobago passport (Machine Readable) must be submitted. If spouse is in possession of a Handwritten Passport, their Birth Certificate and copy of passport must be submitted:

3) PROOF OF STAY

- Letter of invitation if staying at friends or relatives. This must be submitted with a copy of the bio data page of their passport
- If staying at one's own property, the Deed for the said property must be submitted.
- If travelling on business, a letter from your company of employment as well as the company in Trinidad and Tobago, detailing the purpose of your visit must be submitted
- Hotel Itinerary (if accommodation is inclusive of more than one hotel, the itinerary for all hotels must be provided)
- Flight Itinerary inclusive of all flights and return (**all applicants**)

4) PHOTOGRAPHS

- Two (2) coloured passport sized photos (**See portrait quality below**)

Portrait Quality

- Only coloured photographs are acceptable.
- **The background for the image must be pure white.**
- The portrait must be taken with the subject's head upright and looking directly at the camera; both edges of the face should be clearly visible with a neutral expression.
- The portrait should be in sharp focus with no shadows or reflections on the face.
- A full front view of applicant's face, with eyes open and without glasses (unless there is a physical disability), are to be taken. **NB:** Head-dress 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, i.e. **absolutely no hair on your forehead or falling at the sides of the face.**
- All facial jewellery (nose, eye rings etc.) **MUST BE REMOVED.**
- The portrait should be on high quality photographic paper with high resolution.
- DO NOT pin, staple or glue photographs to the application form.
- Photographs **MUST** have been taken within the last **six (6) month.**

5) PAYMENT OF THE APPLICATION FEE IN THE UNITED KINGDOM

- Applications must be submitted via post/courier. Applicants **MUST NOT** send Cash with their application **as this is against the law in the UK.** If applications are received via post/courier with cash enclosed, the application **WILL NOT BE PROCESSED.** The applicant will be required to collect the cash in person from our office or give written authorization for an individual to collect on your behalf (please note the original authorization letter must be submitted along with the individual's photographic identification).
- **POSTAL ORDERS** - A Postal Order must be submitted with the application in the sum of Twenty-Four pounds (£24.00) and made payable to "**Trinidad and Tobago High Commission**" **only** and no other variation of the name.
- Applicants may also submit a Postal Order for the sum of Thirty Pounds (£30.00) to include visa application fee and Special Delivery return Postage within the UK and Mainland. Alternatively, a Special Delivery grey plastic envelope with a 100-gram stamp affixed may be included with the Postal Order for (£24.00).

DO NOT SEND CASH IN THE MAIL/POST as this is against the law in the UK.

N.B.* COLOUR PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS AND MUST BE LEGIBLE.

ANY DOCUMENT NOT RECORDED IN ENGLISH MUST BE ACCOMPANIED BY AN OFFICIAL ENGLISH TRANSLATION.

PLEASE NOTE VISA APPLICATIONS SHOULD BE SUBMITTED AT LEAST ONE (1) MONTH PRIOR TO TRAVEL. THE PROCESSING TIME FOR THE VISA IS BETWEEN TWO (2) WEEKS TO ONE (1) MONTH UPON RECEIPT OF THE APPLICATION.

THE USE OF CORRECTION FLUID IS STRICTLY PROHIBITED