



PRISONERS INSTRUCTION SHEET

APPLICATION FOR THE GRANT OF A PRESIDENTIAL PARDON

Persons making an application for Presidential Pardon in accordance with Section 87 of the Constitution of the Republic of Trinidad and Tobago are asked to note the following instructions.

1. A written application by the person seeking a pardon or an attorney-at-law acting on his/her behalf and a copy, must be submitted to the **Permanent Secretary, Ministry of National Security, Level 2, Temple Court I, 31-33 Abercromby Street, Port of Spain**. This application must state the purpose for which the pardon is required and **must** be accompanied by the following documents along with contact information:
2. Confidential Year Report from the Commissioner of Prisons, consisting of the following:
 - A Bio-Social Report
 - A Medical Report
 - A Criminal History Report
 - A Programmes and Industry Report
 - A Level of Service Case Management Inventory Report
3. Valid Birth Certificate with supporting Affidavit(s) or Deeds Poll where applicable;
4. Valid Marriage Certificate(s) where applicable;
5. Non-Nationals are required to produce Passport(s) (as evidence of their immigration status in Trinidad and Tobago) where applicable;
6. Military Service Records certified by the Chief of Defence Staff where applicable; and
7. Valid Identification Card and/or Passport with a true copy certified by the recommender (Both nationals and non-nationals where applicable).
