



## NON-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. Valid Birth Certificate with supporting Affidavit(s) or Deeds Poll where applicable;
3. Valid Marriage Certificate(s) where applicable;
4. Valid Police Certificate of Character from Trinidad and Tobago (issued within the last six (6) months);
5. An affidavit of the Applicant in support of the application stating the circumstances under which the offence(s) was/were committed;
6. Two (2) written testimonials which must recommend the Applicant for a Presidential Pardon, each addressed to the Honourable Minister of National Security from among the following:
  - Minister of Religion registered under law to perform marriage
  - Managing Director, Director and Manager of Banks and Companies (**must** have Endorsement of Official Stamps)
  - Senior Public Servant:- (Above Range 30 – Range **must** be indicated in the recommendation)
  - Police Officers: Inspectors and above rank
  - Graduate Teacher: School Principal, Vice Principal, Lecturer
  - Medical Practitioner
  - Attorney-at-Law (excluding Judicial Officers and those directly involved in the Applicant's case)
7. One recent Passport size photograph (white background) duly certified by one of the recommenders;
8. **ONLY** the names, addresses and contact information of two (2) referees (any persons to whom you are well known - not relatives) other than a person named at #6 above. **Please note that written testimonials are not required from these persons;**
9. Notes of Evidence of the Hearing(s) from the Magistrates' Court **not** the Extract from the Magistrates' Case Book. Where the matter is heard in the High Court, the Summing-Up and Sentencing by the Trial Judge must be provided;
10. Non-Nationals are required to produce Passport(s) (as evidence of their immigration status in Trinidad and Tobago);
11. Military Service Records certified by the Chief of Defence Staff; and
12. Valid Identification Card and/or Passport with a true copy certified by the recommender (Both nationals and non-nationals where applicable).

**IN FULFILLMENT OF THE REQUIREMENTS AT NOS. 2-6 AND NOS. 9 & 10,  
VALID DOCUMENTS MUST BE SUPPLIED WITH A COPY.**

*\* Please note that all valid documents will be returned to the Applicant upon certification of the copies of such documents.*