



INSTRUCTIONS FOR APPLYING FOR A CERTIFICATE OF IMMIGRATION STATUS (CIS)

WHO SHOULD APPLY FOR A CERTIFICATE OF IMMIGRATION STATUS (CIS)?

1. A Certificate of Immigration Status (CIS) is issued as documentary evidence of a person's status as a Resident or a Citizen of the Republic of Trinidad and Tobago.
2. A Certificate of Immigration Status bears the Applicant's bio-data information and photograph and details the basis on which Trinidad and Tobago Resident or Citizenship Status was acquired.
3. An application for a Certificate of Immigration Status (CIS) is made on a CIS Application Form.
4. A Certificate of Immigration Status (CIS) is issued to the Applicant, if the application is approved.

PLEASE NOTE THAT THE INTERVIEWING OFFICER RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTS

HOW TO APPLY FOR A CERTIFICATE OF IMMIGRATION STATUS (CIS)

All requested supporting documents must be submitted with your application.
Failure to submit the required documents, may result in rejection of your application.

Required Documents (Original and Copy):

- ☐ Completed CIS Application Form.
- ☐ Two (2) identical Passport Sized photographs:
 - *Not older than six (6) months.*
 - *Must be taken on a white background,*
 - *Must be well-lit, unmounted and unretouched.*
 - *Head must be bare, unless headwear is for religious or medical purposes.*
 - *No spectacles or sun glasses are allowed.*
- ☐ Birth Certificate, with supporting Statutory Declaration (where applicable).
- ☐ Marriage Certificate(s), with supporting Statutory Declaration (where applicable).
- ☐ Divorce Decree(s) (where applicable).
- ☐ Death Certificate(s) (where applicable).
- ☐ Deed Poll(s) (where applicable).
- ☐ Current passport and all previous passports and/or travel documents held by Applicant.
- ☐ Applicant's NIS Contributions (where applicable)
- ☐ Three (3) letters of recommendation (*applicable to adults*).

Submit three (3) letters of recommendation from Trinidad and Tobago nationals who know you and can attest to your continuous residence in Trinidad and Tobago. (Copy of Valid Trinidad and Tobago National ID or Trinidad and Tobago Passport is required from each recommender.)

- ☐ Birth Certificates of Applicant's children, with supporting Statutory Declaration (where applicable).
- ☐ Parents' citizenship information.

For persons residing in Trinidad and Tobago before 1976 and persons who became resident due to being the minor child of a Citizen or Resident, the following must also be submitted:

- ☐ Parents' Birth Certificates, with supporting Statutory Declaration (where applicable).
- ☐ Parents' Marriage Certificate (where applicable).
- ☐ Parents' Passports and or Travel Documents (Valid and Expired).
- ☐ Parents' Certificates of Registration, Naturalisation or Certificates of Citizenship or Certificates of Immigration Status.

CIS APPLICATION FEES

CARICOM Nationals:	(Adults and Minors) \$200.00 TT
Non-CARICOM Nationals:	(Adults and Minors) \$400.00 TT



APPLICATION FOR CERTIFICATE OF IMMIGRATION STATUS
OF THE REPUBLIC OF TRINIDAD AND TOBAGO

For Official Use Only

Certificate Number

Immigration Officer III

Immigration Officer IV

/f/Chief Immigration Officer

WARNING TO ALL APPLICANTS

Any person who knowingly makes a false or misleading, written or verbal statement is guilty of an offence and is liable to fine and imprisonment.

PLEASE PRINT IN BLOCK LETTERS USING DARK BLUE OR BLACK INK

SURNAME: _____

FIRST NAME: _____

MIDDLE NAME: _____

DATE OF BIRTH: ____/____/____
Day Month Year

COUNTRY OF BIRTH: _____

PASSPORT/(TT) IDENTIFICATION CARD NO: _____

DATE OF ISSUE: ____/____/____
Day Month Year



Specimen Signature

HOME ADDRESS: _____

MOBILE TEL NO: _____ HOME TEL NO: _____

EMAIL ADDRESS: _____

PASSPORT/(TT) IDENTIFICATION CARD NO: _____ DATE OF ISSUE: ____/____/____
Day Month Year

LENGTH OF TIME RESIDING IN TRINIDAD & TOBAGO: _____

	MOTHER	FATHER
NAME		
CURRENT NATIONALITY		
PREVIOUS NATIONALITY		
MARITAL STATUS		

DECLARATION

I _____ certify that the information provided herein is true, correct and complete to the best of my knowledge

PRINT NAME

I understand that upon submission of this form, any statement knowingly made to be false or misleading is an offence and is liable to fine and/or imprisonment.

SIGNATURE OF APPLICANT/RESPONSIBLE PARENT: _____

IDENTIFICATION NO: _____ ISSUE DATE: : _____ / _____ / _____
Day Month Year

DATED: _____ / _____ / _____
Day Month Year

FOR OFFICIAL USE ONLY

INTERVIEWING OFFICER’S COMMENTS: _____

The issue of a CIS is recommended because the subject is a citizen ☐ /resident☐ by virtue of section: _____

Signature of Officer

DOCUMENTS SUBMITTED

- ☐ Birth Certificate
- ☐ Marriage Certificate(s)
- ☐ Divorce Certificate(s)
- ☐ Death Certificate(s)
- ☐ Self-sworn Affidavit
- ☐ Deed Poll(s)
- ☐ Passports /travel documents of Applicant
- ☐ NIS Contributions
- ☐ Three (3) Recommendation Letters
- ☐ Children's Birth Certificates
- ☐ Parents' Birth Certificates
- ☐ Parents' Marriage Certificate
- ☐ Parents' Passports and or Travel Documents
- ☐ Parents' Certificates of Residence / Citizenship /CIS