



INSTRUCTIONS RE: 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. Original Birth Certificate (with supporting Affidavit(s) or Deed Poll(s) where applicable) and a copy;
3. Original Marriage Certificate(s) (where applicable) and a copy;
4. Original Police Certificate of Character from Trinidad and Tobago (issued within the last six (6) months) and a copy;
5. An affidavit of the applicant in support of his application stating the circumstances under which the offence(s) was/were committed and a copy;
6. Two (2) written recommendations which must recommend you for a Presidential Pardon and a copy, each addressed to the Honourable Minister of National Security from one of the following groups:
 - 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. **Please note that written recommendations are not required from these persons;**
9. Notes of Evidence of the Offence/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, with a copy;
10. Non-Nationals are required to produce their Passport (as evidence of their immigration status in Trinidad and Tobago) and a copy;

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