



**INSTRUCTIONS RE: APPLICATION FOR THE GRANT OF
A PRESIDENTIAL PARDON**

Applicants should submit the following documents to the Permanent Secretary, Ministry of National Security, Abercromby Street, Port of Spain.

1. A written application stating the reason for which the Certificate is required.
2. Birth Certificate (with supporting Affidavit where necessary).
3. Marriage Certificate (where applicable).
4. Police Certificate of Character (recent).
5. An affidavit outlining the circumstances under which the offence/s was/were committed.
6. Two (2) testimonials (testimonials should come from Ministers of Religion, Members of Parliament, Doctors, Lawyers, Senior Civil Servants (with the status of Principal Officer and above, members of the Police Service – Inspectors and above).
7. A recent Passport size photograph (white background) duly certified by one of the recommenders.
8. The names and addresses of two (2) referees (responsible persons to whom you are well known - not relatives).
9. Notes of Evidence of the Offence/s **not** the Extract from the Magistrate's Case Book.
10. Passport – Proof that applicant is legally in the country (applicable to non-nationals).

You are required to submit the original documents together with six (6) copies.