



**FOR ALL AMCHAM MEMBER VISA APPLICANTS - PLEASE READ IN ITS ENTIRETY
THE US EMISSY WILL ACCEPT FROM AMCHAM - APPLICATIONS FOR MEMBERS'
EMPLOYEES AND THEIR IMMEDIATE FAMILY ONLY.
(BROTHERS AND SISTERS ARE NOT INCLUDED).**

**Applicants with visas expired over 12 months MUST go for an interview.
All first time applicants MUST be interviewed at the Embassy.**

**Please bear in mind that the Embassy has short staff at most times and you may
have to wait. Your patience will be greatly appreciated**

**Please note also that it is the prerogative of the interviewing US VISA Officer to grant or deny visas
to applicants.**

* Pay TTPOST TT\$825.30. Have your Receipt on hand and go to the following website, and follow the instructions. You must have Adobe installed in order to use this site.
<http://trinidad.usembassy.gov/visaappointments.html> *do not put in any slashes, dashes periods number sign or ampersand (/ - . # &). Please do not put N/A in spaces where you do not have an answer- leave it blank. Press the continue button once when completed, and wait until you are prompted with the question asking if you would like to see the confidential documents. Press yes. The form will come up with a Barcode, when this happens, then you print. You will need to have the barcode on hand in order to schedule your appointment.*

- * Please bring the following documents to the interview:
1. Complete Visa form DS156 (all applications) and schedule your own appointment at the same time.
 2. *If either barcode (on pages 1 and 3) is distorted, please return to the menu bar, and click "Back", then press 'continue' again and go through the printing procedure once more.*
 3. *Please remember to sign the application on completion.*
 4. *Married women must include their maiden name on the form as required*
 5. Completed Visa form (Males between the ages of 14-45 must also complete the supplemental Visa form DS157)
 6. Job letter stating reason for business travel or vacation, address of business place or training centre in the US, length of stay in the US, how long the employee has been employed, employee's salary.
 7. Valid passport (if applicant previously had a visa in an old passport, that should also be submitted)
 8. Receipt from TTPOST, *both copies.* (All applicants have to pay TTPOST TT\$825.30 for a US Visa)
 9. 1 2x2 inch passport photo with a white or off-white background
 10. Applicant should also bring one or two of items of personal financial document –(Bank statement (*with current 6 months average*), and Unit Trust Certificate; or Fixed Deposit; or Credit Union Shares; or Car Mortgage or House mortgage).
 11. If previous passport (with visa) was lost or stolen, applicant must bring a police report and a sworn affidavit.
 12. Infants must have the new computer generated birth certificate original
 13. Students must have supporting documents from their school

If your visa is approved, and you do not have the AmCham Sticker, your passport will be sent through TT Post within 2-3 business days after your interview. Please be prepared to pay the \$23 TT delivery fee at the Embassy.

Due to increased security requirements, *under no circumstances can the Embassy guarantee same day visas.* It takes at least 24 hours to process and finalize your visa.

**US EMBASSY ADVISES VISITORS TO THE CONSULAR SECTION ON SECURITY
PROCEDURES AND WAITING TIMES -26/10/07**

The U.S. Embassy advises that, in order to assure the safety of our applicants and to streamline the entry process, visa applicants may not bring any electronic devices, including cellular phones, into the Embassy. In addition, no weapons of any kind, backpacks, suitcases or glass containers are permitted. We strongly recommend that these items be left at home or with a trusted individual since the U.S. Embassy cannot be held accountable for lost or stolen items. The U.S. Embassy is not associated with, and does not endorse any specific vendor, who might seek to store such items. We also recommend that applicants bring in only documents relevant to the visa and/or passport application.

Failure to comply with any one of these items could result in the applicant being refused a visa. Please bring in passport for the AmCham sticker

- *AmCham Visa Officer hours are from 7:30 am – 3:30 pm*
- *AmCham charges a service fee of TT\$150. per passport to be paid in advance. [Executives listed on AmCham database are exempt.](#)*
- *On receipt of your new visa, please check to see if all the information is correct as errors in your visa may cause you to be denied boarding on a flight to the United States. If there are error/s, please return to the Embassy any Monday-Friday between the hours 10:00 am – 3:00 pm.*