



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 48

Port-of-Spain, Trinidad, Tuesday 21st July, 2009—Price \$1.00

No. 82

1225

PROMOTIONS IN THE TRINIDAD AND TOBAGO DEFENCE FORCE

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that, His Excellency the President has been pleased to approve the appointments of the following officers of the Trinidad and Tobago Defence Force in the positions, and with effect from 1st July, 2009, in accordance with the provisions of section 12 of the Defence Act:

<i>Current Name and Rank</i>	<i>Current Appointment</i>	<i>Recommended Appointment</i>
GROUP CAPTAIN KENT MOORE	Commanding Officer, Trinidad and Tobago Coast Guard	Commanding Officer, Trinidad and Tobago Coast Guard
GROUP CAPTAIN TYRONNE RODULFO	Deputy Commanding Officer Trinidad and Tobago Air Guard	Commanding Officer, Trinidad and Tobago Air Guard

D. BASCOMBE
*Acting Permanent Secretary,
Ministry of National Security*

2nd July, 2009.

1226

MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 7th July, 2009 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purpose of the Marriage Act, Chap. 45:01.

By Command

P. TAYLOR
Minister of Legal Affairs

7th July, 2009.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Samuel Ministries	Angela James	No. 52 Glenside Gardens Light Pole No. 36 Tunapuna	Agostini Street and Eastern Main Road St. Joseph
Samuel Ministries	Christopher Emmanuel James	No. 52 Glenside Gardens Light Pole No. 36 Tunapuna	Agostini Street and Eastern Main Road St. Joseph
Global Encounter Ministries	Claudette Louisa St. Louis	Maloney Gardens, Building 7, Apt. 3-2 South d'Abadie	Global Encounter Ministries Flamingo Boulevard West Maloney Gardens d'Abadie
Global Encounter Ministries	Cuthbert Alexander Humphreys	Chandee Lane Mausica Road d'Abadie	Global Encounter Ministries Flamingo Boulevard West Maloney Gardens d'Abadie

1227

APPOINTMENT OF MUSLIM MARRIAGE OFFICER
(*Muslim Marriage and Divorce Act, Chap. 45:02*)

THE UNDERMENTIONED member of the Muslim Community has been appointed a Marriage Officer for the purpose of the Muslim Marriage and Divorce Act, Chap. 45:02.

By Command

P. TAYLOR
Minister of Legal Affairs

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Muslim	Saifullah Abdullah Ali	No. 73 Upper Six Avenue Extension Malick, Barataria	Iman Al-Mahdi (AS) Islamic Shia Community

1228

GRANT OF CERTIFICATES OF REGISTRATION
(*Citizenship of the Republic of Trinidad and Tobago Act, 1976*)

<i>Number</i>	<i>Name</i>	<i>Date</i>
12619	IRWIN KENVIN ALLICOCK	14th May, 2009—(NS: 19/2/1 S. 15089)
12620	BEBI JULIE JAGROOP	14th May, 2009—(NS: 19/2/1 S. 15032)
12621	NAHENDRANAUTH TILACKDHARY	14th May, 2009—(NS: 19/2/1 S. 14909)
12622	NAND KISHORE TEAKRAM	14th May, 2009—(NS: 19/2/1 S. 15194)
12623	MARCIA PATRICIA JONES	14th May, 2009—(NS: 19/2/1 S. 15182)
12624	ISOLA VENETA NICHOLSON	14th May, 2009—(NS: 19/2/1 S. 15302)
12625	MERLIN LEONETTE STEELE	14th May, 2009—(NS: 19/2/1 S. 15281)
12627	LEON AUGUSTUS EUGENE	14th May, 2009—(NS: 19/2/1 S. 15312)

D. BASCOMBE
*Acting Permanent Secretary,
Ministry of National Security*

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<i>Number</i>	<i>Name</i>	<i>Date</i>
12612	TEEKADAI SEWNAUTH-ALI	14th May, 2009—(NS: 19/2/1 S. 15259)
12632	AILEEN OLGA MOSCA	14th May, 2009—(NS: 19/2/1 S. 15307)

J. BOUCAUD-BLAKE
*Permanent Secretary,
Ministry of National Security*

1230

GRANT OF CERTIFICATES OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 93 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to JARELL SHAMARI JACOB.

15th May, 2009—Ref.: (NS: 19/14/2 S. 136).

J. BOUCAUD-BLAKE
*Permanent Secretary,
Ministry of National Security*

1231

CERTIFICATE OF CITIZENSHIP No. 94 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to SHAKIRA CALISTA L. MARTINEZ-RODNEY.

15th May, 2009—Ref.: (NS: 19/14/2 S. 128).

J. BOUCAUD-BLAKE
*Permanent Secretary,
Ministry of National Security*

1232

GRANT OF CERTIFICATES OF CITIZENSHIP—CONTINUED

CERTIFICATE OF CITIZENSHIP No. 95 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to RAMONE MIGUEL MARTINEZ-RODNEY.

15th May, 2009—Ref.: (NS: 19/14/2 S. 127).

J. BOUCAUD-BLAKE
Permanent Secretary,
Ministry of National Security

1233

CERTIFICATE OF CITIZENSHIP No. 96 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to ADAM CHRISTOPHER SAMUEL.

15th May, 2009—Ref.: (NS: 19/14/2 S. 89).

J. BOUCAUD-BLAKE
Permanent Secretary,
Ministry of National Security

1234

CERTIFICATE OF CITIZENSHIP No. 97 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to RACHEL JACQUELINE SAMUEL.

15th May, 2009—Ref.: (NS: 19/14/2 S. 88).

J. BOUCAUD-BLAKE
Permanent Secretary,
Ministry of National Security

1235

RENUNCIATIONS OF TRINIDAD AND TOBAGO CITIZENSHIP

JEREMY POORAN LATCHMAN who was born in Trinidad and Tobago on 27th December, 1980, has renounced his Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

5th May, 2009—Ref.: (NS: 19/4/1 Vol. XX).

D. BASCOMBE
Acting Permanent Secretary,
Ministry of National Security

1236

KAFI DESIREE MARISA POLLARD who was born in Trinidad and Tobago on 26th December, 1985, has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

6th May, 2009—Ref.: (NS: 19/4/1 Vol. XX).

D. BASCOMBE
Acting Permanent Secretary,
Ministry of National Security

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GEOFFREY ESPER JOSEPH who was born in Trinidad and Tobago on 21st August, 1960, has renounced his Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

12th May, 2009—Ref.: (NS: 19/4/1 Vol. XX).

J. BOUCAUD-BLAKE
Permanent Secretary,
Ministry of National Security

1238

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: ALL TRINIDAD GENERAL WORKERS TRADE UNION
RIENZI COMPLEX
EXCHANGE VILLAGE
SOUTHERN MAIN ROAD
COUVA

Name and Address of Employer: CHIEF PERSONNEL OFFICER
PERSONNEL DEPARTMENT
VALPARK BUILDING
76-78, ST. VINCENT STREET
PORT-OF-SPAIN

TAKE NOTICE that on the 22nd May, 2009, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of a Bargaining Unit comprising “monthly paid” employees at the Mora Valley Farm Livestock Operations (Ministry of Agriculture, Lands and Marine Resources).

Dated this 8th day of June, 2009.

C. BUFFONG
*Acting Secretary, Registration
Recognition and Certification Board*

1239



TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO

APPLICATION FOR NATIONAL FM RADIO BROADCASTING SERVICES CONCESSION

PURSUANT to section 21(3) of the Telecommunications Act, 2001, the Telecommunications Authority of Trinidad and Tobago (“the Authority”) hereby notifies the public that on 12th June, 2009, the Authority received and is now reviewing an application from the Toco Foundation of Victoria Pritchard Resource Center, Galera Road, Toco, for a Free to Air FM Radio Broadcasting Services Concession with National Coverage. At present, the applicant holds a concession to provide such services with Niche/Minor Territorial coverage.

Further information regarding the application may be received from the Authority. Comments on or objections to the above application may be submitted to the Authority on or before 13th August, 2009.

Comments should be addressed to:

The Corporate Secretary
Telecommunications Authority of Trinidad and Tobago
No. 5 Eighth Avenue Extension, Off Twelfth Street
Barataria
Tel.: (868) 675-8288
Fax: (868) 674-1055
Website: www.tatt.org.tt
E-mail: info@tatt.org.tt

1240

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

**THE GENERAL ADMINISTRATION DIVISION OF THE
MINISTRY OF NATIONAL SECURITY (UPDATE)**

In Compliance with Sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, the Ministry of National Security is required to publish the following statement which lists the documents and information generally available to the public.

The Act gives members of the Public:

- (1) A legal right for each person to access official documents held by the General Administration Division;
- (2) A legal right for each person to have official information relating to him/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the General Administration Division

The *General Administration Division* is the policy-formulating arm of the Ministry and has direct responsibility for ensuring the implementation of Government's policies and programmes relating to the Ministry.

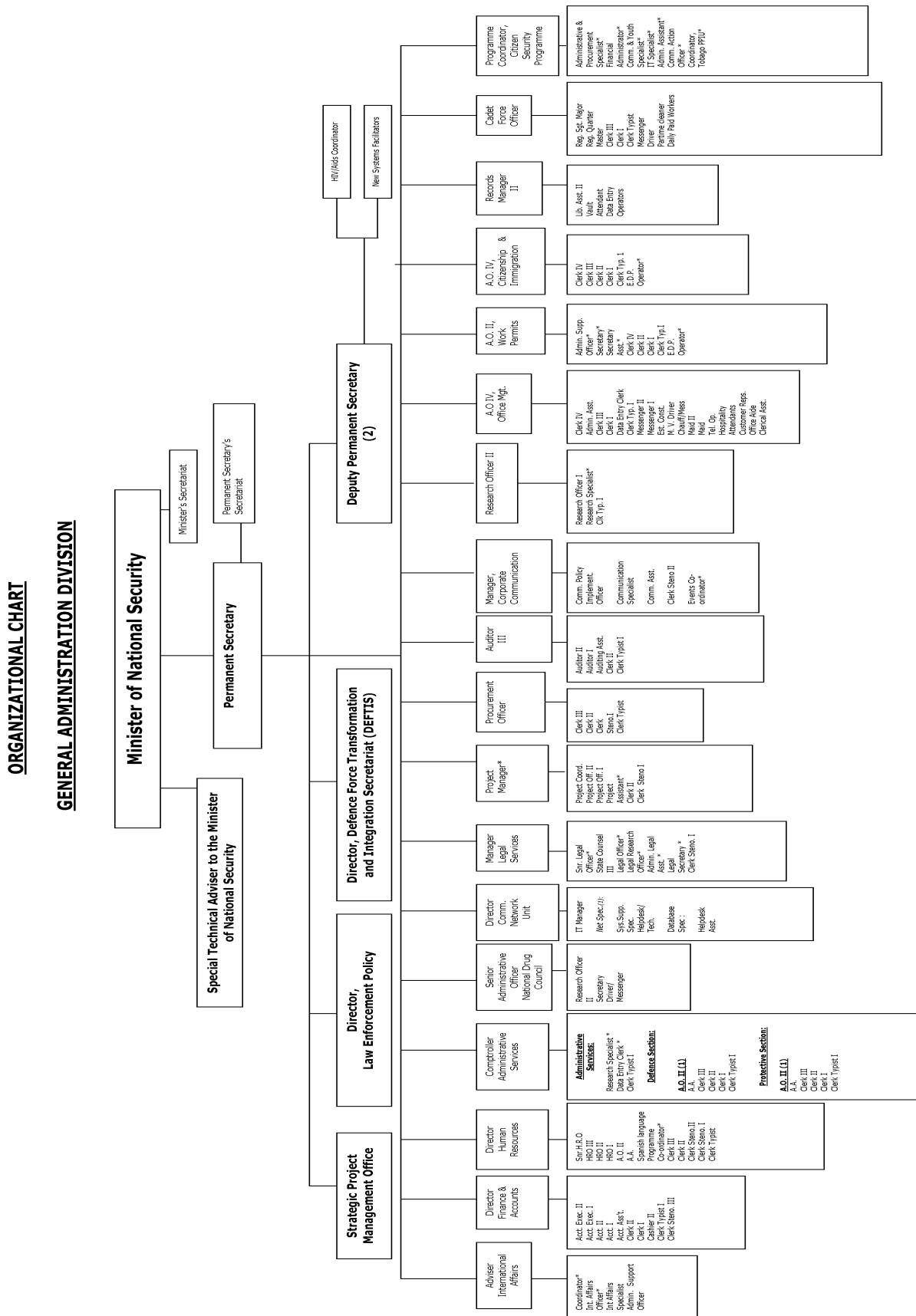
1240—Continued

The General Administration Division provides the support services, including Accounting, Auditing, Communication, Human Resource Management, Procurement and Project Management, required for the efficient functioning of all the other Divisions of the Ministry. It comprises of a staff of three hundred and thirty (330) persons and is headed by the Permanent Secretary. General Administration is divided into the following sections/units:

- ❖ Administration and Office Management
- ❖ Cadet Force Administration
- ❖ Citizen Security Programme
- ❖ Citizenship and Immigration
- ❖ Communication Network Unit
- ❖ Corporate Communications
- ❖ Defence and Protective Services
- ❖ Defence Force Transformation and Integration Secretariat
- ❖ Finance and Accounts
- ❖ HIV/AIDS Unit
- ❖ Human Resource Management
- ❖ Internal Audit
- ❖ International Affairs
- ❖ Legal
- ❖ Ministers' Secretariats
- ❖ National Drug Council
- ❖ Office of Law Enforcement Policy
- ❖ Permanent Secretary's Secretariat
- ❖ Procurement
- ❖ Project Coordination and Management
- ❖ Records Management
- ❖ Research
- ❖ Strategic Project Management Office
- ❖ Work Permits

1240—Continued

The organisational chart of the General Administration Division of the Ministry is shown below:



* Contract Post

Effects of Functions on Members of the Public

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions in the Ministry of National Security. The Public is served directly under the following areas:

- ❖ ***Citizenship and Immigration Section***, which deals with the processing of applications for citizenship, permanent residence, exemption from the loss of permanent resident status, Overseas Missionaries' Permits and other related citizenship and immigration matters.
- ❖ ***Work Permits Section***, which receives and processes applications for work permits and also advises the Minister of National Security, who has the sole authority for approving or refusing such work permits.
- ❖ ***Protective Services Section***, which handles matters pertaining to the following:
 - Import licences for explosives
 - Permission to operate a Protective Service Agency
 - Application for grant of Presidential Pardon
- ❖ ***Defence Section***,
 - Provides administrative support to the Trinidad and Tobago Defence Force, the Trinidad and Tobago Cadet Force and the Office of Disaster Preparedness and Management (ODPM).
 - Processes human resource management matters that are relevant to the Trinidad and Tobago Defence Force and The Trinidad and Tobago Cadet Force.
 - Processes matters relating to the formulation, amendment and implementation of policies and legislation.
 - Is involved in the activities for ceremonial events.
 - Acts as a liaison office and conduit whereby matters which are addressed at meetings of the National Emblems Committee, the Defence Council, the Defence Force Commissions Board, and the Cadet Advisory Committee are drawn to the attention of the Honourable Minister of National security, either for his noting, consideration or approval.

Section 7 (1) (a) (ii)

Categories of Documents held by General Administration

1. Administrative Matters

- Files dealing with administrative support and general administrative matters for the operations of the Ministry. These include personnel files, which detail all staff appointments, job applications, job specifications, promotions, training, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Cabinet Documents.
- Internal and External correspondence files.
- Customer files.
- Files dealing with training – local and foreign and technical co-operation.
- Minutes/Agendas of meetings.
- Complaint/suggestion files
- local and foreign and technical co-operation.

2. Financial Records

- Estimates
- Accounts
- Administrative

3. Legal Documents

- Legislation, Legal Instruments, Legal Opinions and related matters

4. Reports and Communications

- Reports: Statistical (Annual/Monthly/Quarterly), Leaflets, newspaper clippings.
- Files dealing with Circulars, memoranda, notices, bulletins etc.
- News Releases and speeches originating in the Ministry of National Security.

1240—Continued

Section 7 (1) (a) (iii)**Material Prepared for Publication or Inspection**

1. Project Coordination and Management
 - Annual Reports
2. Research
 - Statistical data relating to the Divisions of the Ministry.
3. Work Permits
 - Guidelines on applying for a Work Permit
4. Citizenship
 - List of documents required when applying for Residence Status and Citizenship
 - Policy in respect of the grant of Overseas Missionary Permit
5. Communications
 - Speeches
 - Quarterly Magazines

The public may inspect and/or obtain copies of the above between the hours of 8:00 a.m. and 4:15 p.m. on normal working days at:

Location : Ministry of National Security
Temple Court 11, 52-60 Abercromby Street
Port of Spain
Phone : 627-1032
Fax Number : 627-8044
E-mail Address : mns@tstt.net.tt

Section 1 (1) (a) (iv)**Literature available by subscription**

Not applicable

1240—Continued

Section 7 (1) (a) (v)**Procedure to be followed when accessing a Document from the Public Authority****How to Request Information***General*

Our policy is to answer all requests for information, both orally and written. In order to have the rights given to you under the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing on the appropriate form (Request for Access to Official Documents form) available at the General Administration Division of the Ministry of National Security or at any public authority.

Addressing Requests

To facilitate prompt handling of your requests, please address it to the Designated Officer, General Administration Division, Ministry of National Security (see section 7 (1) (a) (vii)).

Details in the requests

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If sufficient information is not provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Forensic Science Centre;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

Responding to your Request

Retrieving Documents

The General Administration Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations, manuals give the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that the General Administration Division is not compelled to do the following:

- a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- b) Perform research for you.

Time Limits

General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

1240—Continued

Time allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days, as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven working days of payment of the relevant fee. If we fail to provide the information within seven working days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (iv):

The Designated Officer in the Ministry of National Security is responsible for:

- 1) The initial receipt of and action upon notices under Section 10
- 2) The initial receipt of and action upon requests for access to documents under Section 13 and
- 3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:

Job Title : Research Officer II
Address : Ministry of National Security
Temple Court 1, 31-33 Abercromby Street
Port of Spain
Telephone : 624-8695
Fax : 627-8929
E-mail : research@mns.gov.tt

1240—Continued

The Alternate Officer is:

Job Title : Administrative Officer II
Address : Ministry of National Security
Temple Court 1, 31-33 Abercromby Street
Port of Spain
Telephone : 623-2441-5
Fax : 627-8044
E-mail : mreid@mns.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of National Security. These include:

- The Advisory Committee on the Power of Pardon
- The Air Advisory Board
- Cadet Force Advisory Committee
- Defence Council
- Defence Force Commission Board
- National Drug Council
- National Emblems Committee
- Protective Services Compensation Committee
- Work Permits Advisory Committee
- Youth Training Centre Board of Management
- Citizen Security Programme

Section (7) (a) (viii):

Library/Reading Room Facilities

Information accessed by members of the public under the provisions of the Freedom of Information Act can be viewed in the library of the Ministry of National Security, Temple Court 11, Abercromby Street, Port of Spain, Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m.

No smoking, eating or drinking is allowed in the library.

1240—Continued

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Defence Force, not being particulars contained in another written law.

Not Applicable

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Defence Force, or similar documents containing rules, guidelines, practices or precedents.

Not Applicable

Section 8 (1) (b)

In enforcing written laws or schemes administered by General Administration Division where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

Not Applicable

Section 9 Statements

List documents created since 20th February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the General Administration Division.

Not Applicable

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, *(1) of a body or entity established outside the General Administration Division by or under written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public.

Not applicable

1240—Continued

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the General Administration Division.

Not applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the General Administration Division to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the General Administration Division who is not a member of the committee.

Not applicable

Section 9 (1) (e)

A report, (including a report concerning the results of studies, surveys or tests) prepared for the General Administration Division by a scientific or technical expert, whether within the General Administration Division or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Not applicable

Section 9 (1) (f)

A report prepared for the General Administration Division by a consultant who was paid for preparing the report.

Not applicable

Section 9 (1) (g)

A report prepared within the General Administration Division containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed government policy, programme or project.

Not applicable

1240—Continued

Section 9 (1) (h)

A report on the performance or efficiency of the General Administration Division, or an office, or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the General Administration Division.

Not applicable

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organisation of the functions of the General Administration Division, *(2) the establishment of a new policy, programme or project to be administered by the General Administration Division or*(3) the alteration of an existing policy programme or project administered by General Administration Division, whether or not the plans or proposals are subject to approval by an officer of the division, another public authority, the responsible Minister or Cabinet.

Not applicable

Section 9 (1) (j)

A statement prepared within the General Administration Division containing policy directions for the drafting of legislation.

Not applicable

Section 9 (1) (k)

A report of a test carried out within the General Administration Division on a product for the purpose of purchasing equipment.

Not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the General Administration Division.

Not applicable

Section 9 (1) (m)

A valuation report for the General Administration Division by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Defence Force.

Not applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF

IMMIGRATION DIVISION (UPDATE)

In Compliance with Sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999, the Immigration Division of the Ministry of National Security is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the Immigration Division;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (3) A legal right to obtain reasons for adverse decisions made regarding applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7(1) (a) (I)

Functions and Structure of the Immigration Division.

Mission Statement

To promote National Security by effectively monitoring and controlling the movement of persons into, within and out of the country and to provide an efficient and effective Passport service.

The Immigration Division is an integral part of the Ministry of National Security. It was established as a separate civilian organization in 1954, after it was removed as an arm of the Police Service. For a short period, 1987 to 1989, it was incorporated into the Ministry of External Affairs.

1241—Continued

In order to fulfill its mandate the Immigration Division executes the following functions:

- Border control;
- Facilitation of commercial shipping;
- Facilitation of the pleasure craft industry;
- Facilitation of entry of the following:
 - Students of the University of the West Indies;
 - Work Permit holders, Missionary Permit holders;
 - Persons qualifying for entry under the Immigration (Caribbean Community Skilled Nationals) Act;
 - Persons qualifying for entry under the Caribbean Community (Removal of Restrictions) Act 2004; and
 - Permanent migrants
- The processing of applications and issuance of the following documents to qualified applicants;
 - Passports and Provisional Passports
 - Entry Visas at Missions abroad
 - Re-entry visas to persons already in the country
 - Visa Waivers at ports of entry:
 - Student Permits
- travel documents to qualified applicants, both locally and at Missions abroad;
- The verification of the Immigration status of claimants to Citizenship and Resident Status, both locally and at our Missions abroad;
- The provision of Immigration services to non-nationals and non-residents who, notwithstanding that they are already in Trinidad and Tobago, wish to extend their stay or vary the conditions attached to their entry;
- The processing of persons detained by the Investigation and Deportation Unit;
- The conduct of Quasi-judicial hearings in respect of notices of complaints for breaches of the Immigration Act and Regulations, with the authority to impose fines;
- The conduct of Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the Immigration Act and Regulations, with the authority to enforce deportation;

1241—Continued

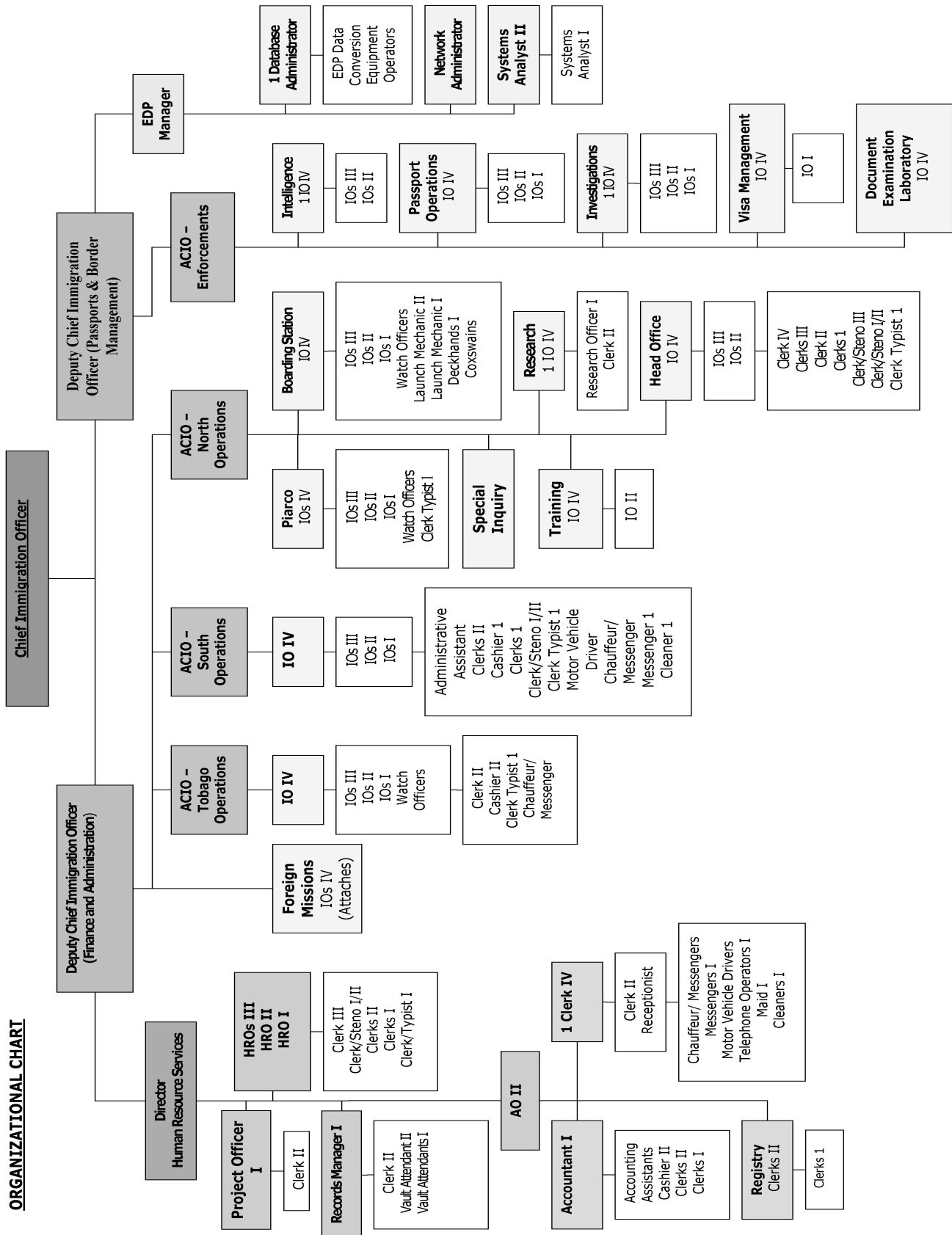
- The provision of technical advice to the Minister of National Security on Immigration matters;
- The collection of revenue from persons in accordance with the Schedule of Fees in the Immigration Regulations, the Citizenship Act and the Miscellaneous Taxes Act;
- Processing and analysis of data with respect to citizens and residents of Trinidad and Tobago deported from foreign countries;
- The collection of statistical data for use by the Central Statistical Office and the Tourism and Industrial Development Company;
- Interaction with government officials, state security agencies, foreign diplomats, airline and shipping agents as well as persons from business, religious, sport, cultural and entertainment organizations, that may seek immigration services or assistance.

The Immigration Division is comprised of technical, clerical and manipulative staff. An Immigration Officer IV is posted at each of the following Missions to serve as an Immigration Attaché.

- Embassy of the Republic of Trinidad and Tobago, Washington D.C. United States of America.
- Consulate General of the Republic of Trinidad and Tobago, New York, United States of America.
- Consulate General of the Republic of Trinidad and Tobago, Miami, United States of America.
- Consulate General of the Republic of Trinidad and Tobago, Toronto, Canada.
- High Commission of the Republic of Trinidad and Tobago, London, England.
- Embassy of the Republic of Trinidad and Tobago, Caracas, Venezuela.

1241—Continued

The Organizational Chart of the Immigration Division is depicted hereunder:



1241—Continued

Effect of functions on members of the public

The Immigration Division prepares and issues secure travel documents, consistent with international standards to citizens of Trinidad and Tobago to facilitate travel to foreign destinations. The issuance of these documents safeguards the right of freedom of movement of citizens, as enshrined in the Constitution of the Republic of Trinidad and Tobago. The recently introduced Machine Readable Passport also contributes to the protection of citizens from identity fraud and helps to stem the flow of other illegal activities such as human trafficking, smuggling and the illegal drug trade.

Section 7(1) (a) (ii)

Categories of Documents in the Possession of the Immigration Division

Administrative matters

1. Personnel files_- appointments, promotions leave, employee evaluation, conditions of service, leave and pension, training, uniforms. and the rotation of Immigration Officers;
2. Office Management
 - Files dealing with office accommodation and equipment;
 - Inventories;
 - File dealing with Information Technology and the Immigration Data Processing System;
3. Cabinet documents that relate to the Immigration Division;
4. Written Staff Instructions;
5. Consultants, technical, valuation and events files
6. Local and foreign technical co-operation files;
7. Agendas and minutes of technical, heads of sections and special projects meetings.
8. Files dealing with complaints and commendation;
9. Files dealing with the Immigration Division's collaboration with other agencies and Public Authorities;
10. Local and foreign technical co-operation files.

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Operations

- Case files;
- Temporary files dealing with investigation matters;
- Reports for the register of residents;
- Embarkation/Disembarkation cards;
- Amnesty files;
- Registers and approved application forms for all types of formal applications received by the Immigration Division;
- Files dealing with Citizens of Trinidad and Tobago deported from other countries;
- Reports on persons denied entry;
- Special Inquiry transcripts
- Immigration Watch Lists;
- Operational manuals;
- Strategic plans.

Finance

- Files dealing with accounting matters (salaries, allowances etc) ;
- Estimates

Travel Documents and Related Matters

- General files dealing with travel documents, short extensions of stay, policy, missionary permits, work permits, citizenship (where no case files exist), restoration of citizenship, breaches of the Immigration Act and Regulations, visa applications (where no case files exist), observation reports, internal and external miscellaneous correspondence, security bonds, facilitation of entry, foreign embassies, High Commissions and Consulates;
- Data and requisite documents regarding arriving and departing ships and aircraft and their respective crews;

Legal Matters

- Immigration legislation and other related legislation;
- Legal instruments;
- Legal opinions from the Solicitor General and Attorney General;

Reports, manuals, news paper clippings

- Periodic reports, statistics and audit reports;

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The following may be obtained at the Immigration offices at #67 Frederick Street, Port of Spain; #2 Knox Street, San Fernando and Cruise Ship Complex, Scarborough, Tobago:

- Application forms for:
 - Travel Documents;
 - Visas;
 - Visa Waivers;
 - Student Permits

Effective December 15, 2008, the following services can be obtained at the First Floor, Moonan Building, located at #116, Frederick Street, Port-of-Spain:

- Application forms for:
 - Certificates of Immigration Status;
 - Extensions of stay;
 - Restoration of Citizenship

Section 7(1) (a) (iii)

Material Prepared for Publication or Inspection

Unless otherwise specified, members of the public may inspect copies of the under mentioned material between the hours of 9:00 am and 3:00p.m on normal working days at the Reading Room of the Immigration Sub-Office situated at 135 Henry Street, Port-of Spain:

- Reports that directly affect the operations of the Immigration Division;
- Monthly statistical reports;
- Annual report on Operations

Section 7(1) (a) (IV)

Literature available by subscription

The Immigration Division does not provide this type of service at this time.

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Section 7(1) (a) (v)**Procedure to be followed when accessing a document from the Immigration Division****How to request information***General*

Our policy is to respond to all oral and written requests for information. However, in order to exercise the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must therefore, complete the appropriate form "Request for Access to Official Documents," which is available at all Immigration Offices or at any public authority.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Immigration Division {see Section 7(1) (a) (vi)}

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If you are not sure how to write your request or what details to include, please communicate with our Designated Officer.

Requests not handled under the FOIA

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Forensic Science Centre;

1241—Continued

- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

Responding to your request

Retrieving Documents

The Immigration Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

The following documents are retained by the Immigration Division for the periods specified before disposal:

- **1 year-** Applications or Visas Waivers, Work Permits and Emergency Certificates.
- **2 years-** Applications for Visas, Security Bonds, Administrative Breaches and fines, Attendance Registers, Treasury Deposits, Circular Files (excluding Circulars from the Chief Personnel Officer, Ministry of Finance and Comptroller of Accounts), Embarkation/Disembarkation Cards (after uploading to the Immigration Data Processing System), Balance Sheets and Shipping Bills.
- **3 years-** Applications for Travel Permits.
- **5 years-** Arrival Reports (ships), Rejection Orders, Correspondence Registers and Operational material related to accommodation and Office Equipment and Applications for Student Permits.
- **7 years-** Miscellaneous Receipt Books.
- **10 years-** Applications for Certificates of Identity, material related to Immigration Quarters and Leave and Vote Books.
- **20 years-** Applications for Certificates of Immigration Status and Cash Books.
- **40 years-** National Insurance Records.

The following documents are retained by the Immigration Division for **10 years** and then transferred to the National Records Centre where they are kept for **a further 10 years** before disposal.

1241—Continued

- Material related to retired and deceased employees (**after** all matters have been completed)
- Staff arrangements
- Reconciliation Statements (Accounts)

Applications for Restoration of Citizenship are retained by the Immigration Division for **5 years** and then transferred to the National Records Centre where that are kept for **10 years** before disposal.

Applications for passports are retained for **12 years** and then transferred to the National Records Centre where they are kept for **8 years** before disposal.

Training documents are retained for **5 years** and then transferred to the National Archives.

Furnishing Documents

An applicant is entitled to copies of material we have in our possession or custody. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we would furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following:

- a) Create new documents. For example, we are not required to write a new program so that a Computer will provide information in the format that you prefer.
- b) Perform research for you.

Time Limits

General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we would acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have reviewed the request and to ascertain its status.

1241—Continued

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable, but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you would be permitted to inspect the documents(s) or be provided with copies, if you so request.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents within seven (7) working days of payment of the relevant fee. If we fail to provide the information within the seven-day period you are entitled to a refund of the fee paid, in addition to access to the document(s) requested.

Section 7(1) (a) (vi)

The Designated Officer in the Immigration Division is responsible for:

- 1) The initial receipt of and action upon notices under section 10.
- 2) The initial receipt of and action upon requests for access to documents under section 13.
- 3) The initial receipt of and action upon applications for corrections of personal information under section 36 of the FOIA.

The Designated Officer is: Research Officer I, Research Section,
Immigration Division, Administrative Services,
#135, Henry Street, Port of Spain
Tel. Nos: 625-3571/3572/4150/5302 Ext. 2082
Fax: 623-5557

The Alternate Officer is: Immigration Officer II, Research Section,
Immigration Division, Administrative Services,
#135, Henry Street, Port of Spain
Tel. Nos: 625-3571/3572/4150/5302 Ext. 2082
Fax: 623-5557

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Section 7(1) (a) (vii)**Advisory Boards, Councils, Committees and Other Bodies**

- The Mutations Committee
- The Joint Consultative Committee
- The Strategic Planning Committee
- The Training Committee.

Section 7(1) (a) (viii)**Library Facilities**

Documents accessed by members of the public under the provisions of the Freedom of Information Act, can be viewed in our Reading Room. You may make general enquiries of your Designated or Alternate Officer. The Reading Room is located at the Immigration Sub-office, #135 Henry Street, Port-of-Spain. In keeping with section 12(2) there is a small fee for photocopies or other material provided. No smoking, eating or drinking is allowed in the Reading Room.

Section 8 Statements**Section 8(1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the Immigration Division, not being particulars contained in another written law.

- Rulings of Chief State Solicitor on Interpretation of Laws
- Decisions of the Court on Immigration cases
- Staff Instructions, Circulars and Notices (Policy) relating to procedures to be followed.

Section 8(1) (a) (ii)

Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters of Advice to Persons outside the Immigration Division.

- Brochure detailing the requirements for a Student Permit;
- Application for Registration as a citizen of Trinidad and Tobago guide;
- Application for Naturalization as a citizen of Trinidad and Tobago guide;
- Visa requirements for entry into Trinidad and Tobago guide;
- Passport application instructions;
- Letters of advice and responses to queries, which form part of the Immigration Division's Administration Policies files.
- Immigration Procedures manual.
- Minutes of meetings of senior Immigration Officers when decisions have been taken.

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Section 8 (1) (b)

In enforcing written laws or schemes administered by the Immigration Division, where a member of the Public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, written laws of schemes.

- FORM 9A- Notice of Appeal to the Minister against decision of Special Inquiry Officer.
- FORM 9B- Notice of Appeal against a Rejection Order.
- FORM 19- Deportation Order.
- FORM 20- Notice of Deportation.
- FORM 21- Certificate issued under section 7(1) of the Act.
- FORM 25 - Order of Detention made by the Minister/Chief Immigration Officer/Special Inquiry Officer.
- FORM 26 - Order to show cause and Notice of Hearing in Deportation proceedings under section 22 of the Act.
- FORM 28- Order of Supervision.
- FORM 29- Rejection Order.
- FORM 32- Disposal of Appeal.
- FORM 33- Bond for Conditional Release.
- FORM 41- Order of the Minister to Commissioner of Prisons, etc.
- FORM 44- Notice to Applicant for admission detained for a hearing before a Special Inquiry Officer.
- FORM 45- Summons to a Witness.
- FORM 46- Decision of the Special Inquiry Officer-Voluntary Departure.
- FORM 51- Application on behalf of a permitted entrant to enter Trinidad and Tobago.
- FORM 52- Certificate of Facilitation of Entry.
- FORM 54- Forfeiture of Deposit/Recognizance.
- FORM 55- Complaint Upon Oath.
- FORM 56- Application for a Certificate of Exemption from Section 7(I) of the Act.
- FORM 57- Order of Release.
- FORM 58- Notice of Complaint against a person for breach of the Immigration Regulations.

Section 9 Statements

List documents created since 20th February 2001. Provide details as to title, year, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.

Section 9 (1) (a)

A Report or a statement containing the advice or recommendations of a Body or entity established within the Immigration Division.

At this time the Immigration Division has no such report or statement.

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Section 9(1) (b)

A Report or a statement containing the advice or recommendations of a Body or entity established outside the Immigration Division by or under written Law or by a Minister of Government or other public authority for the purpose of submitting a Report or Reports, providing advice or making recommendations.

- Report of the International Organization on Migration (2006)
- Report of the Canadian Bank Note Company Re: Machine Readable Passport and Border Management Systems (2004)

Section 9(1) (c)

A Report or a statement containing the advice or recommendations of an Inter Departmental Committee whose membership includes an Officer of the Immigration Division.

Minutes of the following committee meetings which began in 2001 and are continuing:

- Inter Ministerial Consultative Committee (IMCC)
- Business and Labour Advisory Committee (BLAC)
- National Monitoring Committee on Foreign Fishing
- National Maritime Transport Facilitation Committee

Section 9(1) (d)

A Report or a Statement containing the advice or recommendations of a Committee established within the Immigration Division, to submit a Report, provide advice or make recommendations to the Minister of National Security or to an Officer of the Immigration Division, who is not a member of the Committee.

- Project Proposals for Development Programme (PSIP 2005)

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Forensic Science Centre by a scientific or technical expert, whether employed within the Trinidad and Tobago Forensic Science Centre or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Not Applicable

Section 9(1) (f)

A Report prepared for the Immigration Division by a Consultant who was paid for preparing the Report.

- Report of the International Organization on Migration (2006)

1241—Continued

Section 9(1) (g)

A Report prepared within the Immigration Division and containing the results of Studies, Surveys or Tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government Policy, Programme or Project.

- International Organization on Migration Country Report (2006)

Section 9(1) (h)

A Report on the performance or efficiency of the Immigration Division, or any of its Programmes or Projects.

- Report of the International Organization on Migration (2006)

Section 9(1) (i)

A Report containing final plans or proposals for the reorganization of the functions of the Immigration Division, the establishment of a new Policy, Programme or Project to be administered by the Division, or the alteration of an existing Policy, Programme or Project.

- Report Re: - Infrastructure Staffing Policy (2006)
- Report of the Public Management Consulting Division entitled "Review of the Establishment of Immigration Division, Ministry of National Security" (2006)

Section 9(1) (j)

A Statement prepared within the Immigration Division containing Policy directions for the drafting of Legislation.

- Report of the International Organization on Migration (2006)

Section 9(1) (k)

A Report of a Test carried out within the Immigration Division on a product for the purchasing of equipment.

Not Applicable

Section 9(1) (l)

An environmental impact statement prepared within the public authority.

Not Applicable

Section 9(1) (m)

A Valuation Report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority

Not Applicable