



U.S. Embassy

Port of Spain, Trinidad and Tobago

Please follow the steps below *before* your immigrant visa interview at the U.S Embassy in Port of Spain, Trinidad and Tobago.

Step 1: Register your appointment online

You need to register your appointment online. Registering your appointment provides us with the information we need to return your passport to you after your interview. Registration is free. Click the "Register" button below to register.

Please also click the "Submit Documents" button to learn how to submit the necessary documents to the US Embassy.

If you want to cancel or reschedule your appointment, you will be able to do so after you register your appointment.

[Submit Documents](#)

[Register](#)

Step 2: Schedule a medical exam in Trinidad and Tobago

As soon as you receive your appointment date, you must schedule a medical exam in Trinidad and Tobago. Click the "Medical Exam Instructions" button below for a list of designated doctors' offices in Trinidad and Tobago. Please schedule and attend a medical exam with one of these doctors before your interview.

[Medical Exam Instructions](#)

Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your interview. You must have computerized birth, marriage, and death certificates for Trinidad and Tobago civil documents. We've created a checklist that details what you need to bring. Please print the checklist and bring it to your interview along with the listed documents. At the time of the interview, the visa officer may request or require additional documents.

[Pre-Interview Checklist](#)

Step 4: Review interview guidelines

Read our interview guidelines to learn about any special actions that you need to take *before* your visa interview.

[Interview Guidelines](#)

Contact information

U.S. Embassy
15 Queen's Park West
Port of Spain
Trinidad and Tobago

Phone:
(868) 235-4500

Email:
ptsiv@state.gov

Website:
tt.usembassy.gov

Cancel and Reschedule:
[Visa Appointment Service](#)

Map:



Other links

- [Diversity visa instructions](#)
- [After your interview](#)
- [Frequently asked questions](#)
- [Where to get civil documents](#)

Social media



Interview Preparation Video



Medical Exam Instructions



All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. Only a physician accredited by the U.S. Embassy can perform this exam. **It is your responsibility to schedule a medical exam with one of the doctors listed below before your visa interview appointment** at the U.S. Embassy. Medical examination results from other physicians will not be accepted. Please note family members following to join the principal applicant should not complete the medical examinations even if they are listed on the appointment letter.

Approved physicians

Dr. Renata Pooran

23 Lucknow Street
St. James, Port of Spain, Trinidad
Tel: 622-7032 or 628-7500
Fax: 628-8112
Email: us.embassy@renandltd.com
Hours: Mon, Tue, Wed & Fri: 7:30 am – 4:30 pm
Thursdays: 7:30 am – 1:00 pm
1st and 3rd Saturdays: 8:00 am – 12 noon

Dr. Wayne Ramgoolam and

Dr. Ishta Rampersad
Cross Crossing Medical Centre,
Oliviere Avenue
Coconut Drive
Cross Crossing
San Fernando
Tel: 306-0553; 332-6049
Monday – Friday: 8:00am - 4:00pm

Items to bring to your medical examination

You should bring the following items to your medical exam:

- Your visa interview appointment letter,
- A valid passport,
- Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at ceac.state.gov/iv.
- Confirmation page from your online registration for a passport-delivery service (see [Step 1](#)).
- A valid national ID or Driver's Permit,
- Five (5) recently taken passport-sized color photographs on a white background,
- A copy of your immunization records and records of any major illnesses, and
- Your intended U.S. address.
- DS-260 confirmation page.

Please schedule your medical exam at least two (2) weeks before your visa interview. You must pay all medical examination fees, including x-ray and blood test fees, directly to the examining physician. The general fee for adults (15 years of age and older) is USD \$239.00 or the TT dollar equivalent. The fee for children (under 15 years of age) is USD \$74.00 or the TT dollar equivalent. *Any required vaccinations and additional tests will be charged separately.*

During the medical exam

The medical examination will include a medical history review, physical examination, chest X-ray, gonorrhea test, and blood tests (for applicants 15 years of age or older). The United States also requires tuberculosis (TB) testing for all applicants two years of age and older. Please be prepared to discuss your medical history, medications you are taking, and current treatments you are undergoing. More information on general medical requirements for U.S. immigrants is available [here](#). U.S. immigration law requires immigrant visa applicants to obtain certain vaccinations prior to the issuance of a visa. Current immigrant visa vaccination requirements are available [here](#). You can also read Frequently Asked Questions about our medical examination requirements [online](#).

Medical Exam Instructions



After the medical exam

When your examination is completed, the doctor will provide you with exam results in a sealed envelope or send them directly to the U.S. Embassy. **IF GIVEN AN ENVELOPE TO CARRY TO YOUR INTERVIEW, DO NOT OPEN THIS ENVELOPE.** Instead, bring it to your visa interview. Any x-rays taken will be given to you. You **DO NOT** need to bring the x-rays to your visa interview unless you suffer from tuberculosis (TB). However, you **must** carry the x-rays with you when you travel to the United States for the first time. The medical report must be less than six (6) months old when you enter the United States as an immigrant.



Pre-Interview Checklist

Please use the list below to determine the items that every applicant must bring to the immigrant visa interview. Any documents that are not in English must be accompanied by a certified English translation:

- A copy of your NVC interview letter (does not apply to Diversity Visa, fiancé(e), adoptive, or asylee/refugee applicants).
- Unexpired passport valid for six (6) months beyond your intended date of entry to the United States and a photocopy of the biographic page. Bring any passport with an unexpired U.S. visa. (It may be useful to bring all previous passports.)
- Two (2) color photographs of each person applying for a visa (5 cm x 5 cm). Please review our [online photo requirements](#).
- Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at ceac.state.gov/iv.
- Confirmation page from your online registration for a passport-delivery service (see [Step 1](#)).
- Your **original** birth certificate and a photocopy.
- Medical examination results in a sealed envelope (*if the physician gives you these results*).
- Your **petitioner's** original civil documents that establish the relationship between you and the petitioner. This includes, but is not limited to, the **petitioner's** birth certificate, marriage certificate, divorce certificate, and name change forms.
- Original or certified copies of birth certificates for all children of the principal applicant (*even if he or she is not accompanying*).

APPLICANTS WHO FALL INTO ANY CATEGORY LISTED IN ITALICS BELOW SHOULD BRING THESE ADDITIONAL DOCUMENTS:

For family-based visa applications:

- The appropriate [Form I-864 Affidavit of Support](#) for **each** financial sponsor along with a photocopy of the sponsor's IRS transcript or most recent U.S. federal income tax return, and any relevant W-2s.
- Proof of your U.S. petitioner's status and [domicile](#) in the United States (photocopy of a U.S. passport, naturalization certificate, or lawful permanent resident card).
- Evidence of the relationship between the petitioner and visa applicant (such as photographs, letters, or emails).
- If you are married:* Your **original** marriage certificate and a photocopy.
- If you were previously married:* Your **original** divorce or spouse's death certificate and a photocopy.
- If you are 16 years of age or older:* The **original** [police certificate](#) from your country of current residence and all countries of previous residence. If you previously submitted a police certificate to NVC, it is more than one (1) year old, and you still live in that country, you **must** bring a more recent police certificate to the interview.
- For employment-based visa applications:* Letter from your U.S. employer dated less than one (1) month ago.
- For Healthcare Workers only:* The original and one (1) copy of the VisaScreen certificate issued by the International Commission on Healthcare Professions.
- If you have ever been convicted of a crime:* Original court and criminal records, and a photocopy.

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Pre-Interview Checklist

- If you have served in any country's military: Military records and a photocopy.*
- If you are adopted: Adoption papers and a photocopy.*
- If you are the petitioner's stepchild: The **original** marriage certificate of the petitioner and your biological parent, and a photocopy along with divorce records for any previous marriages of either parent.*
- If you have applied for any benefit, such as change of status or asylum, with U.S. Citizenship and Immigration Services (USCIS), or have been the subject of any enforcement proceedings such as deportation or removal by U.S. Immigration and Customs Enforcement (ICE): Bring all documents pertaining to these matters to the interview.*

Starting February 1, 2019, U.S. Embassy Port of Spain will require the new green polymer, computer-generated civil documents issued by the Registrar General. These include Trinidad and Tobago birth certificates, marriage certificates, and death certificates. All previous versions of these civil documents will no longer be accepted. Please ensure that you have your updated documents prior to your scheduled immigrant visa interview in order to avoid any delays in visa processing.



Interview Guidelines

Sending documents to the U.S. Embassy in Port of Spain

If you need to send us any documents, please DO NOT mail them to us. Instead, visit our [online customer service](#) center and ask for information on courier services. Please only send photocopies via courier or mail.

Rescheduling your interview and changes to your case

If you are unable to attend your appointment, please email ptsiv@state.gov to request a new appointment date. **There may be a significant wait before the next available appointment.** For some preference visa categories, a visa became available within the month you have been scheduled by NVC. **There is no guarantee that a visa will still be available on the date of your rescheduled interview.** Please consult the [Visa Bulletin](#) before you request to reschedule your interview.

- When emailing the embassy, include your PTS case number and the name of the petitioner and principal applicant. You must register your original NVC/KCC appointment online (see [Step 1](#)) before you can reschedule it.
- Notify the embassy **immediately** via email at ptsiv@state.gov if any of the following has occurred:
 - There have been births, deaths or adoptions in your family;
 - You or any of your dependents have married, or had a marriage terminated;
 - Your petitioner or beneficiary has died; or
 - For employment-based cases, your job offer has been cancelled or there has been a change of petitioner.

Security screening procedures

All visitors to the U.S. Embassy in Port of Spain must follow certain security procedures. Any visitor who declines to be screened by U.S. Embassy security personnel will be unable to enter the embassy. To avoid delaying your entry and that of those in line behind you, please bring only what is required for your interview. You should enter the embassy at the Marli Street entrance. You may not bring cell phones or other electronic devices into the embassy.

Accompanying persons

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview. The following persons may accompany a visa applicant to their interview:

- Interpreter: You may bring ONE interpreter if you do not speak English well enough to participate in an interview.
- Special Needs Visitors: Applicants may bring ONE person to help if they are elderly, disabled, or a minor child.

Immigrant visa fees

If you have not paid all required fees to either the National Visa Center or the appointment website, please be prepared to pay these fees on the day of your interview. Immigrant visa applicants DO NOT pay fees at Scotia Bank. All fees, including the Diversity Visa Application Fee, may be paid in either U.S. dollars or Trinidad and Tobago dollars at the prevailing embassy exchange rate. We accept cash and credit cards (Visa or MasterCard) only. We do not accept personal checks or LINX cards. *Please note that if you are found ineligible to receive a visa, the application fee cannot be refunded.* A complete list of fees can be found [here](#).

Do not make travel plans outside of Trinidad and Tobago

If your visa is approved, we will keep your passport at the embassy while we prepare your immigration packet and print a visa. We will return your passport to you later via courier services only. If you have to travel within Trinidad and Tobago while your passport is still with us, please make sure you have a valid picture ID other than your passport.

After Your Visa Interview



A consular officer can make a decision on a visa application only after reviewing the formal application and interviewing the applicant. **There is no guarantee that you will receive a visa.** Do not sell your house, car or property, resign from your job or make non-refundable flight or other travel arrangements until you have received your immigrant visa.

If more information is needed

Sometimes a consular officer is unable to make a decision on a visa application because he/she needs to review additional documents or the case requires further administrative processing. *When additional documents are requested*, the consular officer will give you a refusal letter that asks you to submit additional documents. The letter will include instructions on how to send those documents to the embassy. *Administrative processing* takes additional time after the interview. Most administrative processing is resolved within 60 days. However, the timing varies based on the circumstances of each case. Before inquiring about the status of administrative processing, please wait **at least** 60 days after your interview.

What happens after visa approval

Passport, Visa, and Sealed Immigrant Packet – We will place your immigrant visa on a page in your passport. Please review your visa to make sure there are no errors. We will also give you a sealed envelope containing documents that you must give to U.S. immigration authorities when you arrive in the United States for the first time. **Do not open this envelope. You must carry it with you. Do not put it in your checked luggage.** If you receive X-rays during your medical examination, carry those with you and give them to the U.S. immigration authorities.

USCIS Immigrant Fee – All individuals who are issued immigrant visas overseas must **pay an Immigrant Fee** to U.S. Citizenship and Immigration Services (USCIS) **prior to traveling** to the United States. This fee is for processing your residency status and printing your Permanent Resident Card. The only people exempt from paying this fee are: children entering the United States under the Hague Process, returning residents, and people traveling on a fiancé(e) (K) visa.

When You Should Travel – You must enter the United States *before* the expiration date on your visa, which is usually six (6) months from the date of printing. Your visa cannot be extended and all fees are nonrefundable. The principal applicant must enter **before or at the same time** as other family members with visas. Unless they are eligible for benefits under the Child Status Protection Act, children who are issued a visa before turning 21 years of age must enter the United States **before** their 21st birthday to avoid losing their immigrant status.

Getting a Green Card – Your Form I-551 Permanent Resident Card, also known as a green card, will be automatically mailed to the address in the United States that you write in your visa application form. This is a very important document that proves you have permission to reside in the United States. *If you plan to travel outside the U.S. before your green card arrives:* Please consult [USCIS's](#) and [CBP's](#) websites for rules about what documents you need to re-enter the country. We also recommend you check with the airline to ensure you are in compliance with their rules. *Once your card is issued, you should not stay outside of the United States for more than one year. If you do, you may lose your status as a Lawful Permanent Resident.*

Children's Issues – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring your child's complete vaccination records with you to the United States. If your child is adopted, you have full custody as a result of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custody papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

Information for New Immigrants – Please visit the USCIS web page for helpful information on moving to the United States. You can read their publication "[Welcome to the United States: A Guide for New Immigrants](#)" online.



Diversity Visa Applicants – Additional Information

If you are interviewing for a Diversity Visa (DV), all of the above instructions apply to you. Please schedule and attend a [medical examination](#) prior to your visa interview; enroll in the required [courier service](#); and gather the required documents.

*Below are additional instructions that apply **only** to DV applicants.*

Bring to your interview

In addition to the documents listed on the [Pre-Interview Checklist](#) in this package, DV applicants should also bring the following items to your visa interview:

- Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- Documents showing that you have either a qualifying high school education (you must have a minimum of five CXC passes in Trinidad and Tobago or the equivalent) **OR** two (2) years of qualifying work experience in the five (5) years immediately prior to application (for the principal applicant only; more information is available [online](#)).
- Payment of the Diversity Visa Application Fee for each visa applicant. A complete list of fees can be found [here](#).

Review your DV Lottery entry

Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV application, you must have correctly entered your marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident).

Additionally, you must have listed ALL of your living children who are unmarried and under 21 years old. This includes your natural children, your spouse’s children, or children you have formally adopted in accordance with the laws of your country.

Failure to have listed an existing spouse or children at the time of your entry in the Diversity Visa lottery will result in the denial of your visa and visas for your family. Any fees paid to the U.S. government in support of your visa application(s) are nonrefundable. If you failed to include a child who had already been born, or a spouse to whom you were married when you entered the lottery, you should not proceed with the visa application. You can review the eligibility requirements [online](#).

Your DV interview appointment

Please be aware that Diversity Visas are limited in number and must be issued by September 30 of the program year. If you cannot attend your interview and need to reschedule, there is no guarantee that a visa will still be available on the date of your rescheduled interview.

Submitting Documents for U.S. Immigrant Visa Applicants



To submit documents necessary for processing your U.S. Immigrant Visa, please do the following:

1. From the nearest TTPost business outlet, purchase a courier (TrackPak) envelope large enough to hold the documents, either an A5 or Foolscap/Legal size courier envelope. Note that an individual courier TrackPak envelope must be purchased for each applicant. This means that family members will need to purchase a separate TrackPak for each individual family member who is applying.
2. At the same time, ALSO purchase a RETURN courier TrackPak envelope for each individual applicant. This will be included in the document submission packet and allow the U.S. Embassy to return the documents when the case-processing is finished.
3. Pre-address the RETURN courier TrackPak envelope with the applicant's return address. For parents or guardians who are preparing return courier envelopes for children or minor applicants, please address the envelope in the following manner:

COMPANY/NAME: {Applicant's/Minor Applicant's name here}

ATTENTION: {If the applicant is a minor, indicate the parent/guardian receiving the returned visa/passport.}

ADDRESS: {Address to which the visa/passport should be delivered}

CITY: {Town, Locality and ZIP code (if known)}

PHONE: {Applicant's/parent's phone number}

4. Prepare the document submission packet. Include in the TrackPak ONLY the documents requested on the refusal letter that asks for more documents – also known as the 221(g) Refusal Letter – or as enumerated in the document request e-mail received through the Consular Electronic Application Center (CEAC). Be sure to include the pre-addressed return courier TrackPak envelope in the packet being sent to the U.S. Embassy.
5. Send the courier TrackPak packet of documents and return courier envelope to the U.S. Embassy Port of Spain Consular Section via TTPost using the following address:

EMBASSY OF THE UNITED STATES OF AMERICA

ATTENTION: Consular Section - Visa Unit

2 Marli Street

Newtown 190203