



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.

Important Update:

You will visit the embassy at least twice during the immigrant visa process. Once to complete Document Review and a second visit for your visa interview.

First Visit: Document Review & Biometrics

Your **first** visit to the embassy is for Document Review. During this visit, we will check your documents, collect fingerprints, take your photos, and verify your passport information. This step helps reduce your waiting time and increases the likelihood that your visa application can be issued on the day of your interview.

You **do not** need to schedule an appointment for Document Review. Simply visit the embassy between 12:30 p.m. and 2:00 p.m. on the same Tuesday or Thursday afternoon as your medical examination. Please note that the embassy is closed on U.S. and Trinbagonian holidays or other occasions when public access is restricted. If your medical examination falls on a day when the embassy is closed, you must come on the next available Tuesday or Thursday afternoon between 12:30 p.m. and 2:00 p.m. to complete Document Review.

Second Visit: Visa Interview

Your second visit to the embassy is for your visa interview. This interview will take place on the date and time scheduled by the National Visa Center (NVC). If you do not complete Document Review before your visa interview, you may need to reschedule your appointment.

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.

Click the "Submit Documents" button to learn how to submit the necessary documents to the US Embassy.

You can cancel or reschedule your appointment after you register it.

[Submit Documents](#)

[Register](#)

Step 2: Schedule a medical exam in Trinidad and Tobago

After receiving your appointment date, schedule a medical exam in Trinidad and Tobago. Use the "Medical Exam Instructions" button to find a list of designated doctors. Make sure to complete your medical exam with one of these doctors before your visa interview.

[Medical Exam Instructions](#)

Contact information

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

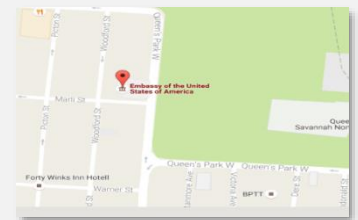
Phone:
(868) 235-4500

Email:
ptsiv@state.gov

Website:
[U.S. Embassy Port of Spain, Trinidad and Tobago](#)

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



Updated September 29, 2025

Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your interview. You must have computerized versions of

- Birth Certificate
- Marriage Certificate
- Death Certificate

for Trinidad and Tobago civil documents.

After your medical exam, the panel physician will provide instructions for you to visit the U.S. Embassy on the same Tuesday or Thursday afternoon between 12:30 p.m. and 2:00 p.m. to complete Document Review. If your medical exam takes place on a day when the embassy is closed, visit the embassy between 12:30 p.m. and 2:00 p.m. on the next available Tuesday or Thursday.

Review the Pre-Interview Checklist below for a detailed list of documents you must bring to your Document Review and interview. Failure to bring the required documents will delay your application. During your interview, the visa officer may request 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](#)

Medical Exam Instructions



All immigrant visa applicants, regardless of age, must complete a medical exam before a visa can be issued. Only physicians accredited by the U.S. Embassy are authorized to perform this exam. **You are responsible for scheduling your medical exam with one of the doctors listed below before your visa interview at the U.S. Embassy.** Medical exam results from other doctors will not be accepted.

Family members who are following to join the principal applicant should not complete medical exams, 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

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 for 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 fees for the medical examination are listed below:

ADULTS (18 years - 24 years)	\$3300.00 TTD / \$490.00 USD (Please arrive with the exact USD amount.)
ADULTS (25 years - 44 years)	\$2700.00 TTD / \$400.00 USD (Please arrive with the exact USD amount.)
ADULTS (45 years and over)	\$2500.00 TTD / \$370.00 USD (Please arrive with the exact USD amount.)
CHILDREN (2 years – 17 years)	\$2500.00 TTD / \$370.00 USD (Please arrive with the exact USD amount.)
CHILDREN (0 – 23 months)	\$1000.00 TTD / \$150.00 USD (Please arrive with the exact USD amount.)

IMPORTANT: Immunization fees and fees for any additional tests are charged separately.

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Medical Exam Instructions



During the medical exam

The medical examination will include

- Medical History review
- Physical Examination
- Chest X-ray
- Gonorrhea test
- 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 at [the Center for Disease Control and Prevention website](#).

U.S. immigration law requires immigrant visa applicants to get specific vaccinations before a visa can be issued. Current immigrant visa vaccination requirements are available on [CDC's website](#). You can also read Frequently Asked Questions about our medical examination requirements at [travel.state.gov](#).

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.

At the conclusion of the medical examination, go to the consular section at the Embassy for your Document Review.

Pre-Interview Checklist ☒



Below is a **list of documents** that you will need to bring to your Document Review and to your visa interview. **Review** the checklist and prepare your documents based on your visa category and case requirements. If any documents are missing from your case file, the embassy will email you. Gather the required documents and bring them to your interview.

FOR APPLICANTS PROCESSING ELECTRONICALLY (MIV): BRING THE ORIGINAL VERSIONS OF ALL DOCUMENTS YOU UPLOADED TO CEAC. FAILURE TO BRING THE EXACT DOCUMENTS TO YOUR INTERVIEW WILL DELAY YOUR CASE.

Also, during the performance of your medical examinations you will be given a list with the necessary documents for the day of your interview according to your visa category.

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.

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.
- ☐ Original or certified copies of birth certificates for all children of the principal applicant (*even if he or she is not accompanying*).
- ☐ *If you were previously married:* Your **original** divorce or spouse's death certificate and a photocopy.

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Pre-Interview Checklist ☒

- ☐ *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.
- ☐ *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.

The U.S. Embassy Port of Spain requires 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 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, **DO NOT** mail them to us. Instead, visit our [online customer service](#) center and ask for information on courier services. Only send photocopies by courier or mail.

Rescheduling your interview and changes to your case

If you are unable to attend your appointment, 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.** 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** by sending an email to 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 security procedures. Visitors who refuse screening by embassy security personnel will not be allowed to enter. To avoid delays for yourself and others, bring only the items required for your interview. Enter the embassy through the Marli Street entrance. Cell phones and other electronic devices are not allowed inside. For full security guidelines, visit our website at tt.usembassy.gov.

Accompanying persons

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview. The following people 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 the National Visa Center or through the appointment website, you must 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, can be paid in U.S. dollars or Trinidad and Tobago dollars at the embassy's current exchange rate.

We accept cash and credit cards (Visa or MasterCard) only. Personal checks and LINX cards are not accepted. Please note that visa application fees are non-refundable, even if you are found ineligible for a visa. For a complete list of fees, visit travel.state.gov.

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Interview Guidelines



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 by courier services only. If you must 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 will decide on your visa application after reviewing your formal application and conducting your interview. **Receiving a visa is not guaranteed.** Do not sell your house, car, or property, resign from your job, or make non-refundable travel plans until you have received your immigrant visa.

If more information is needed

A consular officer may not be able to decide on your visa application immediately if additional documents are needed or if your case requires administrative processing. *If more documents are required*, the officer will provide a refusal letter with instructions on how to submit the documents to the embassy.

Administrative processing takes extra time after the interview. Most cases are resolved within 60 days, but the timeline can vary depending on the circumstances. Please wait at least 60 days after your interview before inquiring about the status of administrative processing.

What happens after visa approval

Passport, Visa, and Sealed Immigrant Packet – Your immigrant visa will be placed on a page in your passport. Check your visa carefully to make sure there are no errors. Some IV packets are now transmitted electronically to Customs and Border Protection are accessible at the U.S. Port of Entry. Any immigrant traveler carrying a visa with a special annotation is **not required** to hand-carry any IV packet. The special annotation is: **IV Docs in CCD**. **Some IV packets will** receive a sealed envelope with documents for you to give to U.S. immigration authorities when you first arrive in the United States. **Do not open this envelope. Carry it with you and do not place it in your checked luggage.**

If you received X-rays during your medical exam, carry them with you and give them to U.S. immigration authorities when you arrive in the United States.

USCIS Immigrant Fee – If you are issued an immigrant visa, you must pay an [Immigrant Fee](#) to U.S. Citizenship and Immigration Services (USCIS) before traveling to the United States. This fee covers the processing of your residency status and the printing of your Permanent Resident Card.

The following individuals are exempt from this fee:

- Children entering the United States under the Hague Process
- Returning residents
- Fiancé(e) (K) visa holders

When You Should Travel – You must enter the United States before your visa expires, which is usually six months from the date it is issued. Visa expiration dates cannot be extended, and all fees are nonrefundable.

The principal applicant must enter the United States **before or at the same time** as family members traveling on visas. Children who receive a visa before turning 21 must enter the United States *before* their 21st birthday to keep their immigrant status, unless they qualify under the Child Status Protection Act.

Getting a Green Card – Your Form I-551 Permanent Resident Card, or green card, will be mailed automatically to the U.S. address you provided in your visa application. This card is an important document that proves your legal right to live in the United States.

If you plan to travel outside the U.S. before your green card arrives, check the [USCIS's](#) and [CBP's](#) websites for information on the documents required to re-enter the country. You should also confirm with your airline to ensure you meet their requirements.

After Your Visa Interview



Once your green card is issued, do not stay outside the United States for more than one year. Doing so may result in losing your status as a Lawful Permanent Resident. ↓ Continued on next page ↓

Children’s Issues – In the United States, children must have certain vaccinations to enroll in school. We recommend bringing your child’s complete vaccination records with you.

If your child is adopted, you have full custody due to a divorce, or you share custody with another parent, bring a copy of all relevant adoption or custody documents from the court in your home country. You will need these documents, translated into English, for school enrollment, medical care, and future citizenship processes.

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.

IMBRA - Information on the Legal Rights available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage–Based Visa. You can read here: [Rights and Protections for Foreign-Citizen Fiancé\(e\)s and Spouses of U.S. Citizens and Spouses of Lawful Permanent Residents \(state.gov\)](#)



Diversity Visa Applicants – Additional Information

If you are interviewing for a Diversity Visa (DV), all the above instructions apply to you. 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 their 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 via [travel.state.gov](#)).
- ☐ Payment of the Diversity Visa Application Fee for each visa applicant. A complete list of fees can be found via [travel.state.gov](#).

Review of 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 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 via [travel.state.gov](#).

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.