



**OFFICE OF THE ATTORNEY GENERAL AND
MINISTRY OF LEGAL AFFAIRS
Solicitor General's Department**

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Port of Spain.

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APPLICATION FOR ALL MARRIAGE OFFICER'S LICENCE

1. Letter from the Organization addressed to the Honourable Attorney General (**On the Organization's Letterhead**) stating;

- Names, Positions and Specimen Signatures of the Board of Directors.
- The approximate number of people who attend the organization and the Length and Existence of the organization.
- State the Name and Address of the officiating church where the Applicant is currently functioning.

-Please ensure the letter is stamped or sealed and signed, and all Letter Head must have the Address and Contacts numbers of the organization.

2. The Organization must **LEGALLY** own a building structure **OR LEGALLY** renting a building structure, to which a Certificate of ownership or lease must be presented. (**Original & Copy**)

3. Organization's Certificate and Articles of Incorporation. (**Original & Copy**)

4. Letter of Recommendation from the Head of the Organization. (**If THE APPLICANT is the head of the organization, please allow another member from the board to recommend you other than the Secretary**).

5. Certificate of Ordinance & Proof of Theological Studies (**Original & Copy**)

6. Must be a **CITIZEN** of Trinidad and Tobago.

7. Two (2) Forms of National Identification (**ID card & Driver's Permit**)

8. An Application fee of \$50.00, is payable at our office (**CASH ONLY**)

PLEASE NOTE:

#1-8 are required if you are the first from your organization to apply for a Marriage Officer License, if however your organization has existing Marriage Officers ONLY #4-8 of the list is required. A fee of \$200.00 is paid when receiving an approved Marriage Officer Licence. The licence expires in every **ten (10) years and is **renewable** with a payment of a **\$100.00**.**