

CARICOM SPECIAL VISA

- A CARICOM Special Visa will be in effect from 01 February 2007 to 15 May 2007 for entry into Antigua and Barbuda, Barbados, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Kitts and Nevis, St. Vincent and The Grenadines, Trinidad and Tobago;
- The list of countries exempted is as follows:
 - CARICOM Member States and Associate States with the exception of Haiti (Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Turks and Caicos Islands.)
 - Canada
 - France and its Overseas Countries and Territories
 - Germany
 - Ireland
 - Italy
 - Japan
 - The Netherlands and its Overseas Countries and Territories
 - United Kingdom and its Dependent Territories
 - South Africa
 - Spain
 - United States of America and its Dependent Territories
- Persons from all other countries will require a visa.
- For further information, please visit caricomimpacs.org or caricomvisa.com;
- Where problems arise contact should be made with the nearest Visa Issuing Post or CARICOM IMPACS. Information on Visa Issuing Posts is available on caricomimpacs.org;
- Visas would normally be processed within 72- 96 hours exclusive of courier time;
- Consideration may be given in extenuating circumstances to the issuing of visas on arrival. These applications must be made, only in extenuating circumstances and, in advance to the country of first arrival in the Region
- Letters of pre-approval will be given to the applicant and will be posted on a special website for the benefit of the Airlines of the persons to the Region. The visa (vignette) will be affixed on arrival;
- Airlines should access daily via a secure password, the special website for the list of persons benefiting from pre-approvals to verify and facilitate the processing of passengers who have received letter or pre-approval for CARICOM Special Visa;
- All of the relevant information on the CARICOM Special Visa will be posted on TIMATIC;
- There will be a dedicated capacity for information exchange and communication between all of the tourism stakeholders, tour operators and CARICOM IMPACS.

Tour operators are requested to facilitate the forwarding of email letters to persons who made bookings and have been pre-ticketed, indicating the pertinent aspects of the Regime.

CARICOM SPECIAL VISA

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The CARICOM Special Visa may be issued for visits not exceeding five months and shall not be valid outside the period from the 1st February 2007 to the 15th day of May 2007.

All visitors to the Single Domestic Space with the exception of nationals from the exempted countries will be required to obtain a CARICOM Special Visa if they wish to travel within and to and from the Single Domestic Space, during the stated period.

The **CARICOM Special Visa** being extended to visitors is a multiple entry document. This means that a visitor may choose to travel several times into and out of the region during the stated period, ending May 15th 2007

Countries comprising the **Single Domestic Space** which will accept the **CARICOM SPECIAL VISA** -

Antigua and Barbuda	Jamaica
Barbados	St. Kitts and Nevis
Dominica	Saint Lucia
Grenada	St. Vincent and the Grenadines
Guyana	Trinidad and Tobago

Exempted Countries

Nationals of all countries with the **exception of the following** will be required to obtain visas for entry into the countries comprising the CARICOM Single Domestic Space -

- (i) CARICOM Member States and Associate States (except Haiti);
- (ii) Canada;
- (iii) France and its Overseas Countries and Territories;
- (iv) Germany;
- (v) Ireland;
- (vi) Italy;
- (vii) Japan;
- (viii) The Netherlands and its Overseas Countries and Territories;
- (ix) United Kingdom and its Dependent Territories;
- (x) South Africa;
- (xi) Spain; and
- (xii) United States of America and its Dependent Territories.

WATCH LISTS AND SECURITY VETTING

Through the combined efforts of the Member States, The Regional Intelligence Fusion Centre, Interpol and other Agencies, watch list have been generated and/or made available to provide security screening of visa applicants and any other persons moving within the Single Domestic Space.

Applications entered on the system will form part of the central database (which will be available at all issuing sites and resident on the system at the Central Visa Site (CVS) in Barbados

Security vetting of applicants will be completed by:

Appropriate issuing Authority (Consular or Immigration Officer) using accepted and available methods, to include, but not limited to:

- Screening available through watch lists at the Central Visa Site (Barbados)
- Additional screening available through the resources at the Regional Intelligence Fusion Centre (RIFC) in Trinidad and Tobago
- Any other methods available and employed

APPLICATION FORMS

The application form is available:

- Online
- Websites
- CARICOM – www.caricomimpacs.org
- World Cup Cricket - <http://www.cricketworldcup.com/>
- <http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029395231>

SUPPORTING DOCUMENTATION

- Passport (valid for a minimum of six (6) months from date of application)
- Payment
- Proof of residence if not residing in country of citizenship
- Application fee payable to IMPACS
- One (1) Passport size photograph

FEES

Each applicant, with the exception of those listed below, will be required to pay a non-refundable processing and permit fee of One Hundred Dollars (US\$100), net:

Payment may be tendered in the form of:

- a bank draft/manager's cheque - payable to IMPACS (No personal cheques will be accepted) or
- cash if payment is made in person (only applicable to Member State Issuing Sites)
- Credit Card, online payments via international Visa, MasterCard or American Express and which must be accompanied by a valid email address. (No other credit cards will be accepted.)

PROCESSING TIME

Normal

Normal processing of the CARICOM Special Visa is expected to take a maximum of three (3) to four (4) days, not including courier time

Expedited

Expedited processing of the CARICOM Special Visa is to be no longer than one (1) day.

PERSONS NOT REQUIRING A VISA

- Nationals of the exempt countries
- Persons arriving on Cruise Ships who will not be in Port for more than twenty four (24) hours
- Persons transferring from sea to air and from air to sea to a Cruise Ship
- Persons approved for issue of a Special Entry Permit
- Airline Crew who are traveling as and officially listed as Crew on the manifest
- Persons who have legal status in any Member State prior to February 01, 2007
- Examples of Status
 - Accredited Diplomats
 - Diplomats arriving to be accredited
 - Permanent Residents
 - Persons with other Immigrant Status
 - Holders of a Student Visa
 - Persons with permission to Reside and Work
 - Holders of a Work Permit
 - Holders of a Visitor's Visa who have been landed prior to February 01, 2007
 - Holders of other Visas who have been landed prior to February 01, 2007

All visitors requiring the CARICOM Special Visa are urged to apply for the visa, as soon as possible, from the nearest issuing sites which are listed below.

ISSUING SITES

Persons residing in Australia and New Zealand can apply for the CARICOM Special Visa in -

Australia

Consulate General of Trinidad and Tobago, Sydney

Level 57

MLC Centre

19-29 Martin Place

Sydney, NSW 2000

Tel: +612-9238-2031

Persons residing in Canada can apply for the CARICOM Special Visa in -

Canada

Consulate General of Jamaica, Toronto

303 Eglinton Avenue

East Toronto

Ontario, M4P 1L3

Tel: 416-598-3008

Fax: 416-598-4928

Email: congentoronto@on.aibn.com

Persons residing in Asia can apply for the CARICOM Special Visa in -

India

High Commission of Trinidad and Tobago, New Delhi

6/25 Shanti Nikatan

New Delhi

110021

Tel: +91-11-2411-8427

Fax: +91-11-2411-8463

Email: admin@hctt.org

Persons residing in the United States of America can apply for the CARICOM Special Visa in -

United States of America

Consulate General of Jamaica, New York

767 3rd Avenue

New York, NY 10017

Tel: 212-935-9000

Fax: 212-935- 7507

Email: passport@congenjamaica-ny.org

Website: <http://www.Congenjamaica-ny.org>

Consulate General of Jamaica - Miami

842 Ingraham Building

25 S.E. 2nd Avenue

Miami, FL 33131

Tel: 305- 374- 8431

Fax: 305-577-4970

Email: jamconmi@bellsouth.net

Persons residing in the United Kingdom, Middle East and Africa can apply for the CARICOM Special Visa in -

United Kingdom

High Commission of Barbados - London

1 Great Russell Street

London, WC1B3JY

United Kingdom

Tel: +44 (0)20-7621-4975

Fax: +44 (0)20-7323-6872

Email: caricomvisa@foreign.gov.bb

The following **remote issuing sites** have been established in order to facilitate persons requiring the CARICOM Special Visa -

EUROPE

Permanent Mission of Jamaica to the Office of Specialised Agencies of the United Nations - Geneva

36 rue de lausanne
1201 Geneva
Switzerland
Tel: 41 22 7315 780/789
Fax: 41 22 7384 420
Email: mission.jamaica@ties.itu.int

Embassy of Jamaica

Schmargendorfer Strasse 32
12159, Berlin
Germany
Tel: 00 49 30 85 99 450 or 1
Fax: 00 49 30 85 99 4540
Email: info@jamador.de

Embassy of Barbados

Av. Franklin Roosevelt 100
B-1050
Brussels
Belgium
Tel: 322 732 1737/1867
Fax: 322 732 3266
Email: brussels@foreign.gov.bb

CHINA

PEOPLE'S REPUBLIC OF CHINA – JAMAICAN EMBASSY

Embassy of Jamaica

6-2-72 Jian Wai Diplomatic Compound
Chaoyang District
Beijing, 100600
PEOPLE'S REPUBLIC OF CHINA
Telephone: 8610 653 2670 - 1
Fax #: 8610 6532 0669
E-mail: embassy@jamaicagov.cn

AMBASSADOR: HIS EXCELLENCY WAYNE McCOOK
Minister/Counsellor: Mrs. Julia Hyatt

LATIN AMERICA

Embassy of Trinidad and Tobago

Quinta Serrana

4ta Avenida entre 7a e 8a Transversales

Altamira

Apartado del este 61322

Caracas 1060A

Venezuela

Tel: 58 212 261 3748/5796/4772

Fax: 58 212 261 9801

Email: embassytt@cantv.net

VISA ON ARRIVAL

PROCEDURE FOR THE ISSUANCE OF VISAS ON ARRIVAL FOR ISSUING POSTS AND IMMIGRATION DEPARTMENTS

1. Issuing authorities are reminded that the issuing of visas on arrival should be discouraged. However, in rare and extenuating circumstances, subject to the approval of the Chief Immigration Officer, visas may be issued at the First Port of Entry. The following information should be provided to the applicant indicating what is required to activate this process.

1.1 In advance of Arrival -

- 1.1.1 Applicants must submit the following to the Immigration Department of the first port of entry –

- : Completed application duly signed with photograph affixed;
- : A photocopy of data page of passport;
- : Payment of US\$100 or EUR80 by International Bank Draft or Proof of payment by credit card (e-receipt);
- : Itinerary including date of arrival and departure of airline.

The envelope should be addressed –
CARICOM SPECIAL VISA
ATTENTION: CHIEF IMMIGRATION OFFICER

- 1.1.2 Applications must be received no **less than one week before** the scheduled date of departure of the applicant;

- 1.1.3 Each applicant must undergo security vetting;

- 1.1.4 If no problem with vetting, the visa is pre-approved and vignette is printed;

- 1.1.5 Letter confirming receipt of application and documents is to be sent to the applicant by fax, or email.

- 1.1.6 Database of Pre-Approvals

- A record must be made of the pre-approval and the issuing post is required to enter the information in the Special Data Base of Pre-Approvals. A link will be provided on the website www.caricomimpacsorg
- The list of pre-approvals is to be posted on the website at least 48 hours before arrival of the applicant, for access by the airlines
- The airlines and Immigration Authorities are to designate persons who will be authorised to access this website so that the relevant passwords may be issued.

- 1.1.7 Database of Pre-Approvals – Fields

First Name(s)
Last Name
DOB
Gender
Nationality
Travel document Number
Travel document type
Travel Document organisation/state of issue
Travel Document Exp. Date
Date of Arrival
Port of Arrival (Within the SDS)
Carrier
Flight Number
Port of Departure
Reason for Issue

1.1.8 Standard Letter of Pre-Approval

A standard letter of pre-approval is then issued by the Immigration Headquarters to the applicant by fax, post or email

1.2 **On arrival –**

1.2.1 Passport is checked by Immigration Officer;

1.2.2 If there is no problem after examination of passport and other relevant documents by Immigration Department, a vignette is affixed to the passport;

1.2.3 If there are any problems, the vignette is cancelled and entry denied.

1.3 Vignettes should be transported by the Immigration Department to the airport on the evening before the scheduled arrival of the passenger.

Proper records must be kept detailing issuance of visas on arrival and the transportation of same between Immigration Departments and Ports of Entry.

**SAMPLE LETTER TO PERSONS WISHING TO APPLY FOR
VISAS ON ARRIVAL**

Dear Sir/Madame,

We are in receipt of your correspondence with respect to the challenges you face in obtaining the CARICOM Special Visa prior to your arrival in the Caribbean.

In order to facilitate your visit to the Region, a visa will be issued to you on arrival. To assist us in accommodating you at your first port of entry into the Region, you are required To submit by courier to the Immigration Department of your port of first entry:

- a. a visa application form along with
- b. a photograph and
- c. a copy of the data page of your passport.

This application along with your travel itinerary (to identify your flight/vessel number on arrival) must be received at least one week before your arrival in the Caribbean. The application form and detailed information is available at www.caricomvisa.com and www.caricomimpacs.org; and

Payment of the Special Visa fee must also be made prior to arrival in the Caribbean.

In following these simple procedures, your visa application will be processed and will be ready in time for your arrival.

Your co-operation is appreciated

Sincerely,

CHIEF IMMIGRATION OFFICER

SAMPLE LETTER CONFIRMING RECEIPT OF DOCUMENTS

Dear -----

The Ministry/ High Commission/ Embassy/ Consulate of _____ acknowledges receipt of the following -

- (i) application form for a CARICOM Special Visa;
- (ii) Photograph;
- (iii) Copy of data page of your passport;
- (iv) Copy of your itinerary; and
- (v) Payment/ Receipt of payment for the CARICOM Special Visa.

You will be contacted shortly to indicate the outcome of your application.

Thank you for your co-operation.

Sincerely,

PRE-APPROVAL LETTER TO THOSE APPLICANTS WHO WILL RECEIVE THE CARICOM SPECIAL VISA UPON ENTRY

Ref #

Dear -----,

The Ministry of ----- **(Ministry with responsibility for Immigration)** wishes to inform you that your application for the CARICOM Special Visa has been approved and that the visa will be issued upon arrival in ----- **(Country)**.

This letter must be presented at the time of check in for travel and to an Immigration Official upon your arrival in -----**(Country)**.

Should there be any changes to the itinerary which you previously submitted you must communicate to us at **(address of Immigration Office)** in order to facilitate your ease of travel.

We wish you an enjoyable stay in the Caribbean.

PROCEDURE FOR PERSONS REQUIRING A CARICOM SPECIAL VISA AND APPROVAL FOR BUT TRAVEL WITHOUT RECEIVING IT

In **highly exceptional circumstances**, persons may present themselves to the airline for travel in emergencies. Before refusing travel to a person without a visa, airline officials should:

1. Contact the JRCC, which will have a 24-hour hotline.(1-800-THE-JRCC)
2. The JRCC will seek to contact the Chief Immigration Officer or his designate at the relevant port of entry. If they are unavailable within 15 minutes,
3. The JRCC shall communicate permission once there is no match with any database.
4. The JRCC shall confirm its action by a fax or email.
5. The JRCC shall issue a notice to the relevant immigration authorities and airlines indicating the details of their actions. A sample of this notice is set out below

SAMPLE FORM FROM THE CARICOM JOINT REGIONAL COMMUNICATIONS CENTRE

NAME_____

NATIONALITY_____

FLIGHT NUMBER/ AIRLINE NO._____

PORT OF ENTRY_____

PORT OF EMBARKATION_____

REASONS FOR EMERGENCY

The following is a list of the Issuing Sites of the ten (10) States comprising the Single Domestic Space and the Immigration Headquarters in each Member State.

ISSUING SITES

ANTIGUA AND BARBUDA

V. C Bird International Airport
St. John's
Antigua

BARBADOS

Grantley Adams International Airport
Seawell
Christ Church
Barbados

DOMINICA

Melville Hall Airport
Melville Hall
Dominica

GRENADA

Point Salines International Airport
Point Salines
Grenada

GUYANA

Cheddi Jagan International Airport
Timehri
Guyana

JAMAICA

Norman Manley International Airport
Kingston
Jamaica

Sangster International Airport
Montego Bay
Jamaica

SAINT LUCIA

Hewanorra International Airport
Vieux Forte
Saint Lucia

George F.L. Charles
Castries
Saint Lucia

ST. KITTS AND NEVIS

Robert Llewellyn Bradshaw International Airport
Basseterre
St. Kitts and Nevis

ST. VINCENT AND THE GRENADINES

E.T. Joshua Airport
Kingstown
St. Vincent and the Grenadines

TRINIDAD AND TOBAGO

Piarco International Airport
Piarco
Trinidad

Crown Point International Airport
Crown Point
Tobago

IMMIGRATION HEADQUARTERS

ANTIGUA AND BARBUDA

Immigration Office
Radcliffe Street
St. John's
Tel: 1-268-562-1387

BARBADOS

Immigration Office
Careenage House
Wharf Road
Bridgetown
Tel: 1-246-426-1011

DOMINICA

Commonwealth of Dominica Police Force
Bath Road
Roseau
Tel: 1-767-448-2222

GRENADA

Immigration and Passport Department
Melville Street
St. Georges
Tel: 1-473-440-2456

GUYANA

Central Immigration Office
Camp Road
Georgetown
Tel: 592-226-4700

JAMAICA

The Immigration Citizenship and Passport Services Division
25 Constant Spring Road
Kingston 10
Tel: 1-876-754-5249

SAINT LUCIA

Royal Castries Police Force
P.O. Box 109
Bridge Street
Castries
Tel: 758-456-3702

ST. KITTS AND NEVIS

Police Headquarters
Cayon Street
P.O. Box 189
Basseterre
Tel: 1-869-465-2045

ST. VINCENT AND THE GRENADINES

Police Headquarters
P.O. Box 835
Kingstown
Tel: 1-784-456-1102

TRINIDAD AND TOBAGO

Immigration Department
67 Frederick Street
Port of Spain
Tel: 1-868-625-3571

CARICOM SPECIAL PERMIT



Special Entry Permit

- CC in front of the numbers
- Micro Print to read "CARCOM" – NO letter I – deliberate misspelling
- Dimensions: 6 x 2,7 cm
- Security paper that cannot be peeled from the passport. Seal will split in two pieces. Time for hardening of glue = 24 to 48 hours.
- Printing with Iris, Guilloches, Micro Printing and UV-code
- Coat of Arms with UV
- Readable numbering of the seals

UV-code and corresponding readable numbering can be checked with a simple UV-lamp.