



MINISTRY OF EDUCATION
GOVERNMENT OF THE REPUBLIC TRINIDAD AND TOBAGO
Human Resource Division
Secondary/Delinked
Education Towers, Tower A, No. 5 St. Vincent Street, Port of Spain
Phone: 1-868-622-2181 Ext: 1727/1736/1746/1749

CHECKLIST OF DOCUMENTS
TO BE SUBMITTED TO RETIRING OFFICERS

N.B. Forms to be filled out in BLUE INK and all documents require copies in triplicate.

1. () Letter giving notice or seeking permission to retire. Officers seeking permission to retire (50-54 years) are required to provide a letter stating their reason/s.
2. () Original Birth Certificate with Statutory Declaration, Affidavit where necessary.
3. () Original Marriage Certificate. (Females only)
4. () Original Divorce Decree. (Females only)
5. () Original Deed Poll i.e. indicating any change of name.
6. () Original Option Forms (Obtained at the Secondary Section, Ministry of Education) in accordance with Provisions of the Teachers' Pension Ordinance Act 39 No.2
7. () National Insurance Number (on application form)
8. () Board of Inland Revenue (BIR) number (on application form)
9. () Valid mailing address and contact telephone number (on application form)
10. () Letter of first permanent appointment. (copy only)
11. () Letter of confirmation. (copy only)
12. () Naturalization Certificate.

Numbers **7-9** to be written on **Application Form.**

Please note, Temporary appointment letters are not required with respect to permanent officers. Feel free to contact the Secondary Division (retirement) for any assistance.