



**CERTIFICATION BY INDIVIDUALS OR ORGANISATIONS**

**DISCLAIMER**

The National Registry of Artists and Cultural Workers at the Culture Division reserve the right to:

1. Reject applications that contain claims or evidence that are proven to be false.
2. Conduct due diligence as part of verification of the information provided in and along with applications.
3. Recognise competencies in accordance with standards set by the Assessment Committee of the National Registry of Artists and Cultural Workers.
4. Information provided for the fields Ethnicity and Religion in the section Personal Information is confidential and solely for the purposes of the Ministry with responsibility for Culture.

All individual applicants are required to submit:

1. Proof of Trinidad and Tobago citizenship: One form of valid picture ID and Birth Certificate or valid Passport
2. A [profile](#) of no more than 300 words reflecting your work in the culture sector
3. A [headshot](#) of yourself (4X6 inches)

All organisations are required to submit:

1. Copies of the organisation's articles of association or incorporation / constitution or by-laws
2. [Profile of the organisation](#) (Outlining the organisation's purpose, functions and structure)
3. A photo representative of the organisation / its logo: 4x6 inches

Individuals or organisations applying to certify audio, visual or video productions must submit:

1. [Synopsis documentation](#) for each work listed (a summary of the script)
2. A [Full Script / Lyrics / Treatment](#) for each work listed (the entire text for the work)
3. A [Distribution Plan](#) for each work listed (an outline of channels and strategy for distributing the work to the general public)

Optional

- A copy of the completed production / a clip or scene / trailer for each work listed
- Awards earned by the work for each work listed

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**NOTES ON APPLICATION REQUIREMENTS**

1. Works for certification:
  - a. Should be submitted with an 'Executive Summary' by the creator of the work.
  - b. Must be created by a national or registered organisation of Trinidad and Tobago.
  - c. Must represent local culture and local entertainment.
  - d. Produced under an academic institution, must be submitted along with a letter from that institution which states the applicant is the copyright co-owner of that work.
  - e. Should be accompanied by a letter of authorisation in cases where the work is not owned by the applicant or is an adaption of a previously existing work.
2. Video, Audio and Visual Productions should reflect a minimum two criteria to qualify:
  - **Language:** Use of language, narration and text that is considered local dialects, Creole languages with local accents and native figure of speech, slangs etc.
  - **Environment:** Reflect a local setting, situation and/or based on location within Trinidad and Tobago in any time period
  - **Cultural Practices:** Depict local cultural activities: traditional practices, customs, festivals, events, folklore, pastimes and habits that are typical of Trinidad and Tobago
  - **Thematic Concepts and Topics:** Local writer, producer, artist who gives his/her interpretation of historical, social, political and economic issues peculiar to Trinidad and Tobago
  - **Representative People:** Main characters and people portrayed in the production reflect local attitudes, behaviour, beliefs and appearance considered native to Trinidad and Tobago.