

## **FREQUENTLY ASKED QUESTIONS**

### **Location of Secretariat:**

Grand Stand  
Queen's Park Savannah  
Queen's Park East

**Contact Information:** Tel: (868) 623-4162  
e-mail: [ncc.accreditationsecretariat@gmail.com](mailto:ncc.accreditationsecretariat@gmail.com)  
Website: [www.ncctt.org](http://www.ncctt.org)

**Hours of Work:** Monday – Friday: 8:00 a.m. – 4:30 p.m.

### **Application Form (only 1 Form per person/group).**

For copyright purposes, written approval must be obtained from the NCBA (Mas); PanTrinbago (Pan), TUCO (Calypso) and COTT (Music Copyright- in respect of Videos, digital and audio recordings), indicating that all financial obligations have been met, before the application for accreditation is processed.

Space has also been provided on the Form for the signature and stamp of the Interest Group's representative before the Form is submitted to the Secretariat for processing.

A charge may be applied by these Groups, in respect of Intellectual Property Rights.

Accreditation Fee: The Accreditation fee, which allows access to venues under the control of the NCC, is payable at the Secretariat. Payment can be made in cash, by certified cheque, by Linx, or by credit card (MasterCard/Visa).

### **Who are the SIGS?**

- *NCBA (National Carnival Bands Association): Parade of bands; Kiddies Carnival etc*
- *Pan Trinbago - Panorama*
- *TUCO (Trinbago Unified Calypsonians' Organization) – Calypso*

The Special Interest Groups can be contacted at the numbers listed hereunder for information on Rights Issues:

**NCBA:** Tel: (868) 628-5527 (868) 765-6066  
Fax: (868) 622-1978

**Pan Trinbago:** Tel: (868) 625-3556  
Fax: (868) 625-6715

**TUCO:** Tel: 623-9660

**COTT:** Tel: (868) 624-2688/COTT ext. 2123  
Fax: (868) 623-4755

### **Where can I secure Accreditation 2015 forms?**

- Accreditation forms for 2015 can be downloaded online from the National Carnival Commission's (NCC) website, [ncctt.org](http://ncctt.org) or from the link on the official NCC Facebook page.
- Forms are also available at the Accreditation Secretariat Office, Grand Stand, Queen's Park Savannah, Port-of-Spain, as well as, the offices of the Special Interest Groups (SIGS).

### **What is the process to receiving Accreditation for 2015?**

1. Retrieve Accreditation 2015 forms.
2. Complete and submit forms to the SIG office. ***For 2015, licensing and approval by SIGS will be done at their respective offices, rather than the Accreditation Office. Fees are to be paid directly to the SIG.***
3. After obtaining the license, persons must now go to the Accreditation Secretariat office with their approved form for the production of their badge. Production of badges is subject to a processing fee charged by the NCC.
4. The turn over time for production of badges is estimated to be 2 business days.
5. Upon collection of badges, credentials must be verified. ***Anyone collecting on behalf of another must have a letter with a copy of the person's ID.***

### **What are the requirements for Accreditation 2015?**

- 2 passport-sized photos
- Completed application forms
- Approval from the SIGS

### **How do I apply for Accreditation for an official?**

1. Submit a letter of request for accreditation to National Carnival Commission's Head Office.
  - *Use the official letterhead of the requesting organization.*
  - *Address the letter to the Chairman of NCC*
  - *List the names of the individuals to be accredited along with their positions and vehicle numbers (if applicable) for parking stickers*
2. If approved, collect passes and sign for collection. *(In the event that someone is collecting on behalf of another person, an authorization letter and copy of ID of the person collecting must be shown.*