

PRIVATE BAILIFF CHECK LIST

Private Bailiff are asked to provide the following documents and photocopies when attending the office of the Registrar of the Supreme Court for renewal of a Bailiff License:

1. **Application form for renewal** to be completed
(*Note*: see form provided)
2. **Two (2) forms of valid identification** and a photocopy of each form of identification
 - Passport
 - Drivers Permit
 - National Identification Card(*Note*: expired forms of identification will not be accepted)
3. **Original Police Certificate of Good Character** and a photocopy
(*Note*: police certificates older than 6 months will not be accepted)
4. **Two (2) original references** – see note below for reference requirements
(*Note*: references older than 6 months will not be accepted)
5. **Proof of employment or** contract of employment as a Bailiff **or** in the case of a self-employed Bailiff, a statutory declaration that he/she is self-employed and is not engaged in business as a Bailiff while an employee of or engaged in the business of a debt collection agency and a photocopy.
(*Note*: see sample declaration to be used by a self-employed Bailiff to be sworn before a Commissioner of Affidavits/Justice of the Peace)
6. **Original Certificate** stating the he/she has passed a written examination for bailiffs at the Ministry of the Attorney General and a photocopy.
7. **The original annual training certificates** from the Ministry of the Attorney General for the current and previous year and a photocopy of each certificate.
8. **Recognisance** for bailiffs/Security by way of bond, with a surety to the Registrar of the Supreme Court to the value of five thousand dollars (\$5,000.00).
(*Note*: the recognisance must be:
 - printed on both sides; and
 - signed by the Bailiff and the surety before a Commissioner of Affidavits/Justice of the Peace))
9. **Audited Document of Bailiff Work** for the past two (2) years signed by a certified Accountant and addressed to the Registrar of the Supreme Court.
10. **Two (2) recent passport size photographs**
(*Note*: please endorse to back of photograph with your name, date and Bailiff ID number)
11. **The expired bailiff licence.**
12. **Prescribed fee** of Five Hundred Dollars (\$500.00) cash

WRITING A CHARACTER REFERENCE

A character reference is also called a personal reference whereby a person (as identified in the categories listed below) who has personal knowledge of you is able to attest to your personality, abilities, temperament, dependability and disposition, and can vouch for your character in writing.

A character reference should:

- Talk about your personality traits, talents, skills and personal ethics,
- How those traits make you an appropriate person for the renewal of your Bailiff Licence,
- Provide evidence of the writer's high opinion of you and your character (which is best accomplished by recounting specific events concerning you and examples of how you behave in everyday life); and
- Provide their assessment of you.

Therefore, where a character reference is deficient, the Registrar or her designate may be constrained to request that the referees provide further information.

For ease of reference and information the format of a proper and appropriate character reference is as follows:

- i. Date
- ii. Addressed to:
Registrar and Marshal
Supreme Court,
Hall of Justice,
Knox Street,
Port of Spain.
- iii. Greeting (Dear Madam)
- iv. First paragraph:
 - a. Purpose of writing,
 - b. Indicate how long you have known the Bailiff; and
 - c. Explain how you know the Bailiff i.e. state the nature of relationship you have with the Bailiff/the capacity you have known the Bailiff.
- v. Body paragraphs – should be minimum of two (2) paragraphs
 - a) Details of the Bailiff's qualities – include specific story or two
 - b) Affirm your recommendation or your assessment of the Bailiff's character.
- vi. Conclusion
 - a) Reaffirm your recommendation or assessment of the Bailiff,
 - b) Offer to answer any further questions if recipient wants to contact you and include contact information.
- vii. Closing – Yours faithfully, Yours sincerely, Yours respectfully, etc.
- viii. Original signature of person providing reference.

- ix. Name and job title/ range/ rank of the person providing reference (tertiary level qualification(s) where applicable) to be inserted below signature.

NOTE:

- All reference letters must be:
 - Dated (references older than 6 months will not be accepted),
 - Typed on an official letter head,
 - Affixed with the original signature of person providing the reference and,
 - Affixed with the stamp of the person providing the reference or the stamp of the company/organization.

- Where person providing the reference is:
 - A Minister of Religion – must state/confirm that he is registered under law to perform marriages.
 - Senior Public Servant – must provide range (*see ix above*).
 - Police Officer/Fire Sub-Officer/Prison Cadet Officer/Defence Force – must provide rank and regimental number (*see ix above*).
 - Professionals (University Graduates) – state qualifications e.g. BSc, BA, etc. (*see ix above*).

- In accordance with the First Schedule of the Bailiff Act Chap. 4:61 the following persons may be referees for the purpose of section 5(4):
 - a) Minister of Religion registered under law to perform marriages,
 - b) Managing Director, Director or Manager of a commercial bank or a registered company (endorsement of official stamp necessary),
 - c) Professionals (University Graduates) – state qualifications,
 - d) Member of Parliament, Mayor or County Councillor,
 - e) Notary Public, Justice of the Peace or Commissioner of Affidavits,
 - f) Senior Public Servant (above Range 30),
 - g) Police Officer – Corporal and above rank (include regimental number),
 - h) Fire Sub-Officer and above rank (include regimental number),
 - i) Prison Cadet Officer and above rank (include regimental number),
 - j) Member of the Defence Force – Corporal or Leading Seamen and above rank (include regimental number),
 - k) Graduate Teacher – School Principal, Vice Principal, Lecturer.