TRINIDAD AND TOBAGO ISBN AGENCY
ISBN APPLICATION FORM – BLOCK NUMBERS

NOTE: This application should be submitted at least ten (10) working days prior to publishing.

COMPANY INFORMATION

1. Publisher / Company's Name and Contact Person:

2. Publisher / Company's Address:

3. Tel. No.:

4. Mobile:

5. Email:

6. Website (if any):

7. Year Started Publishing:

8. Estimated No. of Titles Per Year:

9. Are You A Subsidiary of Another Company?

○ Yes ○ No

10. If "Yes" to **No. 9**, provide name, address and ISBN registrant element:

11. No. of ISBNs Requested (Processing Fees Quoted in US$):

○ Block of 10 - $50.00 ○ Block of 100 - $300.00

○ Block of 1,000 - $700.00 ○ Block of 10,000 - $1,500.00

First-time publishers must add US$20 registration to any of the above prices. This is a one-time fee.

12. Preferred Method of Payment:

○ Wire Transfer

○ Credit Card

N.B. ***Publishers should state an approximate output in order to be allocated specific ISBN blocks, i.e. 1-3 titles – block of 10 ISBNs, 4-70 titles – block of 100 ISBNs, more than 70 titles – block of 1,000 ISBNs. Publishers may also apply for a single ISBN from an element range reserved for occasional publishers. The element does NOT identify any one particular publisher, and cannot be claimed to be owned by any one publisher. Publishers who are already registered are only required to pay the processing fee.***

13. Representative's Name:

14. Signature:_____

15. Date:_____

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Transaction # (if any):	Amt US$:	ISBN Registrant Allocated:	Signed by & date:
	Fees Paid: ☐ Registration ☐ Processing ☐ Foreign bank charges (GUY) ☐ Online banking fee		

Trinidad and Tobago ISBN Agency
c/o Technical Services Department
National Library and Information System Authority

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TRINIDAD AND TOBAGO ISBN AGENCY
Instructions Sheet for ISBN – BLOCK NUMBERS Application Form

https://www.nalis.gov.tt/Services/Business-Center/ISBN-Agency

General:
This application is **ONLY** available to citizens of Trinidad and Tobago. It is used to obtain a block of ISBNs of varying numbers which can be then used to obtain barcodes which is not provided. Please fill out all fields as possible in written block letters or typed and printed. Forms must be signed, dated and submitted a suggested time of 10 working days before publishing. The ISBN block is retained by the Trinidad & Tobago ISBN Agency until the publisher is ready to publish titles using the ISBN – Single Number Application Form at which individual ISBNs from their block will be assigned. *For Official Use Only* is to be filled out by the ISBN clerk only. Do not fold or soil form. More information can be found at https://www.nalis.gov.tt/Services/Business-Center/ISBN-Agency.

The following corresponds with the numbered sections of the ISBN – BLOCK NUMBERS Application Form.

1. Publisher/Company's Name: Name of publishers, not printers, and the contact person's name. If the author is doing his own publishing, his name can be inserted here.
   Note: The name here will be credited with the application of the ISBN number, i.e. they will be able to apply in the future without paying registration fee.
2. Publisher/Company Address: Registered address of company. No c/o address will be accepted.
3. Telephone: Main contact number.
4. Mobile number: A number regularly used and can be contacted by.
5. Email address: Main company email. Please ensure it's spelt correctly and in use. This will be used as the primary form of communication.
6. Website: If applicable, ensure it's valid and spelt correctly. Otherwise leave blank or enter N/A.
7. Year Started Publishing: Be exact as possible.
8. Estimated No. of Titles Per Year: Be exact as possible in numbers of titles being printed per year.
9. Subsidiary of Another Company: If your company is part of another company registered for ISBNs already, select yes or no.
10. If you answered "Yes" to ⑨: Provide name, address and ISBN registrant element.
11. No. of ISBNs now applying for: Select either block of 10, 100, 1000 or 10,000.
    Note: 1. First-Time publishers must add US$20 registration to any of the processing fees. 2. Block requests for 100 numbers and up require prior approval, application form must be submitted along with some completed ISBN-Single forms that are ready to publish. Once approved by CARICOM processing will proceed.
12. Preferred method of payment: Choose either wire transfer or credit card payment. Prices quoted will not include banking fees for the wire transfer.
13. Representative Name: Person representing company listed in ① who's responsible for applying for the ISBN. If it is self-published then the applicant's name appears here.
14. Signature: Signature of person listed in ⑬.
15. Date: Date the form was filled out.