TRINIDAD AND TOBAGO ISBN AGENCY
ISBN APPLICATION FORM – SINGLE NUMBER

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

PERSONAL INFORMATION

1. Author's Full Name:	**2.** Pen Name (if any):	**3.** Address:	
4. Tel. No.:	**5.** Mobile:	**6.** Email:	**7.** Website (if any):

BOOK INFORMATION

8. Title of Book:

9. Name of Series (if any):

10. No. of Vol(s):

11. No. of Pages:

12. Edition: ○ New ○ Revised ○ Reprint: State original date of pub _____

13. Format: ☐ Hardcover ☐ Paperback ☐ Ebook ☐ Audiocd/Dvd ☐ Box set ☐ Kindle ☐ Braille

Other:

14. No. of Copies:

15. Estimated Date of Publication:

PUBLISHING INFORMATION

16. Publisher / Company's Name:		**17.** Publisher / Company's Address:	
18. Tel. No.:	**19.** Mobile:	**20.** Email:	**21.** Website (if any):

22. Preferred Method of Payment: ○ Wire Transfer ○ Credit Card ○ Not Applicable

23. Representative's Name:	**24. Signature:**_____	**25. Date:**_____

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Transaction # (if any):	Amt US$:	ISBN(s) 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

23 Abercromby Street
Port of Spain 100509
Trinidad, West Indies

Email: isbn@nalis.gov.tt
Website: https://www.nalis.gov.tt
Tel: (868) 62-NALIS / 624-4466 Ext. 2015
Fax: (868) 625-6096

TRINIDAD AND TOBAGO ISBN AGENCY
Instructions Sheet for ISBN – SINGLE NUMBER 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 ISBNs 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. Emailed forms from holders of block numbers are accepted in PDF or Word format. JPG or MPG formats will be accepted provided they are in scanned in portrait orientation. Forms must be signed, dated and submitted a suggested time of 10 working days before publishing. *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 – SINGLE NUMBER Application Form.

1. Author's Full Name: Enter the author(s) legal name(s).
2. Pen Name: Also known as pseudonym, if not using legal name, enter the author(s) as it will appear on the publication.
3. Address: Actual residential address. No c/o address will be accepted.
4. Telephone: Enter a landline/business number you can be reached. If not available enter N/A.
5. Mobile number: A number regularly used and can be contacted by.
6. Email address: Main contact email. Please ensure it's spelt correctly and in use.
7. Website: If applicable, ensure it's valid and spelt correctly. Otherwise leave blank or enter N/A.
8. Title of book: Main title of book as it will appear on cover of publication, DVD title screen or first page of ebook.
9. Name of series (if any): If applicable. For example, the book titles *The Half-Blood Prince* and *The Deathly Hallows* belong to the series title *Harry Potter.* Otherwise leave blank or enter N/A.
10. No. of volumes: If applicable. For example, volume series such as encyclopedias or school textbooks where individual books are subtitled as *Vol. 1, Vol. 2,* etc.
    Note: The volume set as a whole is also entitled to get an ISBN number. Therefore all ISBN numbers that are part of the set and the set number should be placed on the Catalogue-in-Publishing (CIP) page in each book.
11. No. of pages: Please be exact as possible.
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13. Format: choose one of the options listed or indicate what it is.
    Note: Each format requires a separate ISBN and should be paid for as such. If there is a hardcopy to the digital copy, the ISBN numbers for the book and digital copies should be placed on the CIP page of the book.
14. No. of copies: Estimated number of copies of the book to be printed in the first instance.
15. Estimated date of publication: Insert month & year that the publication is expected to be published.
16. Publisher/Company's Name: Name of publishers, not printers, and the contact person's name. If the author is doing his own arrangement, *Self-published* can be inserted here.
    Note: The name here will be credited with the application of the ISBN number, which means they will be able to apply in the future without paying registration fee.
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19. Mobile number: A number regularly used and can be contacted by.
20. Email address: Main company email. Please ensure it's spelt correctly and in use.
21. Website: If applicable, ensure it's valid and spelt correctly. Otherwise leave blank or enter N/A.
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24. Signature: Signature of person listed in ㉓.
25. Date: Date the form was filled out.