

APPLICANT CHECKLIST FOR RENEWAL OF A MACHINE READABLE PASSPORT

Nationals are eligible for passport renewal via mail **ONLY** if the applicant:-

1. Already holds a Machine Readable Passport (MRP) -Passport number begins with TA; TB; BA or TC
2. Is 16 years of age and over. Applicants under the age of 16 must schedule an appointment via (305) 374-2199 Ext. 317 and appear in person. **(WALK-INS ARE NOT ACCEPTED)**.

If both apply, please mail us:-

- **Completed Renewal Application Form**

- The form must be printed on Legal size paper (8 1/2" x 14") and printed on both sides of the paper and in colour.
 - Do not bend/ fold or use Correction Tape/ Liquid Paper to make corrections on form.
 - All Applicants must sign Section 4 and Section 9.
 - Your signature must be consistent and must not exceed or touch the borders of the Signature Box.
 - For applicants between the ages of 16-18 -submit copy of parent's ID/ Passport
- **One (1) coloured photocopy of the Bio-data page of your passport** (the page with your photograph, including the adjoining page).
 - **Physical passport IS required at this time.** If the most recently issued passport is not available or damaged, please follow and complete the **Lost/ Stolen/ Mutilate Passport Checklist** and application form on the website.
 - **Two (2) identical passport photos -photos must be NO older than 6 months (photo size must be at least 2" x 2". The size of the face from crown of head to chin must be between 1" - 1 3/8").**

Specifications:-

- Look straight ahead (full face).
 - No smiling (teeth), hat, glasses, colour contact lens, obstructive earrings, no multiple earrings, no facial piercings.
 - Must show your complete hairline, hair must be tucked behind ears, no head garments or hair accessories, hairline and ears must be visible. Headdress shall be accepted **ONLY** in keeping with religious customs or for medical reasons.
 - Must stand against white background with no shadows.
 - Must wear complete Shirt/Blouse/T-shirt (no sleeveless and not white in colour).
- **NOTE:** If your status has changed since your first issue or there are any NEW documents not submitted with the previous MRP application, you must provide such documents in original form as well as **TWO (2) COLOUR PHOTOCOPIES OF EACH DOCUMENT**
 - **Changes may include but not limited to:-**
 - Change of Name**
 - Original Name Change Certificate (United States -obtained from the Court) **OR**
 - Original Deed Poll (Trinidad and Tobago).
 - Change of Marital Status (applicable ONLY to women)**
 - Original Marriage Certificate for each marriage.
 - Original Divorce Decree/ Final Judgment for each divorce.
 - Death Certificate (regardless of if there is a name change).

Change of Legal Status

- Original Naturalization Certificate **OR** Certified Copy.
- 1 colour copy of the Bio-data page of passport (eg. US Passport) (physical passport is not required).
- 1 colour copy of Resident Card (original not required).

COST OF PASSPORTS AND POSTAGE

| | | |
|--------------------------------|---|----------------------------------|
| Regular 32-page Passport Book | - | US\$60.00 |
| Business 48-page Passport Book | - | US\$76.00 |
| Over Age 60 – FREE | - | US\$20.00 Diplomatic Fee applies |

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – (US\$60.00-US\$180). Exact cost will be determined and communicated to you before the application for a new Machine Readable Passport is processed.

Payment Options: Money Order/ Postal Order or Banker's Check **issued in the United States ONLY (NO PERSONAL OR COMPANY CHECKS ACCEPTED)** made payable to: **Consulate General of Trinidad and Tobago**

ONE MONEY ORDER PER APPLICANT

POSTAGE FEE:- *(Subject to change without notice)*

Nationals who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina:- US\$25.00
Nationals who reside outside of the above listed States:- US\$35.00

Passport Fee and Postage Fee may be combined in one Money Order

Nationals who reside outside of the Continental United States: - Must provide an Account Number (eg.FedEx)

- **Passports will be mailed upon completion.**
- **PASSPORT PICKUP IS NOT AVAILABLE**

Mail Documents to: Consulate General of Trinidad and Tobago
ATTN: Immigration Section
1000 Brickell Avenue, Suite 800
Miami, FL 33131

BUSINESS HOURS:
MONDAY – FRIDAY 9:00am – 5:00pm

