



Consulate General of the Republic of Trinidad and Tobago
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MACHINE READABLE PASSPORT (MRP) RENEWAL INSTRUCTIONS AND GENERAL INFORMATION FOR RENEWAL BY MAIL ONLY

1. PASSPORTS ARE RENEWABLE BY MAIL ONLY IF:-

- The current passport is Machine Readable (passport number begins with **TA, TB, TC or BA**).
- You are sixteen (16) years and older

2. GENERAL GUIDELINES:-

- The Trinidad and Tobago Machine Readable Passport (MRP) is provided to citizens of Trinidad and Tobago **only**.
- This form is completed by applicants sixteen (16) years and over, **ONLY** if your current/last issued passport is/was a MRP.
- **ALL** fees are to be paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (No Checks, Cash, Credit or Debit Cards accepted).
- The passport applications are sent to Port-of-Spain, Trinidad and Tobago for processing and printing of the passport.
- Upon completion, passports will be mailed to your given home/ mailing address and must be signed for upon delivery by an adult.
- Passports **will not** be mailed to P.O. Boxes.
- The maximum period of validity is **TEN (10)** years from the date of issue.

3. REQUIREMENTS:-

THE APPLICANT MUST MAIL TO THE CONSULATE BY REGISTERED MAIL ONLY:-

- Completed and signed Application Form for the Renewal of Trinidad and Tobago (MRP).
 - **RENEWAL APPLICATION FORMS MUST BE PRINTED ON LEGAL SIZE (8½” X 14”) PAPER, PRINTED ON BOTH SIDES AND IN COLOUR.**
 - Renewal application forms must be thoroughly completed and contact information must be provided. (*The use of correction fluid/liquid paper is not permitted*).
 - Applicants are to ensure that the boxes, “*Specimen Signature of Applicant*” at section 4 and the “*Declaration of Applicant Signature*” at section 9, are **signed by the applicant** and that both signatures are similar. Please sign within the box; your signature **must not** touch the lines of the box.
 - If you are unable to print the forms, you may mail a request for form(s) to the Consulate General, together with a self-addressed **prepaid (15” x 10”)** envelope, and forms will be sent to you.

- The original Machine Readable Passport (*whether or not expired*). *Please note that your current passport will be retained until the completion of your new passport.*
- Two (2) passport size photos (*see specifications below*).
- Money Order (Application fees listed below -#4)

IF YOUR STATUS HAS CHANGED SINCE THE ISSUE DATE OF YOUR CURRENT PASSPORT, YOU MUST SUBMIT A NOTARIZED COLOR COPY OF THE FOLLOWING:-

- **By Marital Status** – Marriage Certificate, Judgement of Divorce/Decree Absolut, Death Certificate of spouse, whether or not your name was changed (applicable to women only)
- **By Change of Name document** – Court Order (*Legal Name Change document*), Deed Poll(s).
- **By Citizenship** – Naturalization Certificate(s) or Certificate of Citizenship and the foreign country passport(s).
- **By Residence** – Permanent Resident Card (Green Card) or Certificates (*from countries other than Trinidad and Tobago*). - (If “US green card” - Submit a notarized colored copy {both sides} of this document only).

APPLICANTS BETWEEN THE AGES SIXTEEN AND EIGHTEEN (16-18) YEARS:-

- An additional form of valid picture ID **MUST** be submitted with the application (in addition to the passport). If no form of valid ID is available, the parent must complete and submit one “Verification of Identity Form”, duly notarized. (*available on the webpage, please follow guidelines on the form*).
- **Section 6** of the Renewal form **MUST** be completed and a notarized colored copy of a valid ID of the parent giving permission must accompany the application.
- All court orders pertaining to custody of the Applicant must be submitted (*if applicable*).

TO ALL FEMALE APPLICANTS

- “Single” indicates that you were **NEVER** married.
- You **MUST** declare your marriage(s) and provide your marriage certificate(s), even if you **have not/never** taken/used your married surname.

4. APPLICATION FEES AND MAILING INFORMATION:-

Fees are paid by **MONEY ORDER ONLY** and made payable to **Consulate General of Trinidad and Tobago**. *Individual money orders must be made for each application.*
All fees quoted include the price of the passport, plus shipping:

- Applicants aged 16 to 59 years
 - Ninety Dollars (US\$90.00)
- Applicants 60 years and over
 - Fifty Dollars (US\$50.00)

Delivery of completed passport is via FedEx

Applications should be placed in a 15” x 10” envelope, and submitted **via REGISTERED MAIL – e.g. USPS/FEDEX/UPS/DHL (in order to track the arrival of your package to the Consulate General, New York)**. The applicant will **only** be contacted by an Interviewing Officer (if necessary) when the application is before the officer. **Please DO NOT BEND or FOLD the form(s).**

The mailing address is as follows:-

**Consulate General of Trinidad and Tobago
125 Maiden Lane, 4th Floor
New York, NY 10038
Attention: Immigration – MRP Renewal**

5. PHOTOGRAPH SPECIFICATION

- The photo shall be **no more than 6 months old**.
- Photo should show applicant with eyes open, clearly visible and mouth closed.
- There should be **no** hair on forehead or obscuring the eyes, ears or any part thereof.
- Applicant should be shown facing square to the camera, not looking over one shoulder (portrait style), and with a neutral expression (no smiling).
- Applicant’s head should be upright, so that an imaginary horizontal line drawn between the center of the eyes is parallel to the edge of the picture.
- Both edges of the face should be clearly visible (including the ears).
- **BACKGROUND MUST BE WHITE**
- The lighting should be even, with no shadows or reflection on face.
- The photo **must** be taken **without** glasses or contact lens.
- Headdress shall be accepted **only** in keeping with religious customs or for medical reasons.
- There shall be **NO** markings, tattoos or piercings on any part of the applicant’s face, as to obscure an even appearance on the portrait.
- Photo should be in color, and photo size must be 2” x 2”.
- The size of the face from crown of head to chin must be between 1”- 1³/₈”.
- Camouflage print/clothing must not be worn in the photo.

6. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

DOCUMENTS TO BE PRODUCED:

- Completed MRP Passport Renewal Application Form and all other items listed under Requirements #3 above (*with the exception of fees, which will be determined upon approval*).

- A Notification Form for a ***Lost, Stolen or Mutilated Passport***, which must be certified by a Commissioner of Affidavits/US Notary Public or Consul Immigration.
- If passport was valid, an Incident Report from the Police Station in the Applicant's district stating that the **loss** was reported. **(If unable to secure the report, a letter can be requested from the Consulate General to present to the precinct)**
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police Certificate. **(If unable to secure the report, a letter can be requested from the Consulate General to present to the Fire Department)**
- If your passport is considered "**Mutilated**", it must be submitted to the Consulate General.

N.B. FEES VARY FOR THE REPLACEMENT OF A LOST, STOLEN OR MUTILATED PASSPORT. THE FINAL AMOUNT WILL BE DETERMINED DURING PROCESSING.

A Machine Readable Passport reported Lost, Stolen, Damaged or Mutilated will be deactivated upon submission of the relevant forms, and as a result, would NO LONGER BE VALID for travel.