



**EMBASSY OF THE
REPUBLIC OF TRINIDAD AND TOBAGO**

Tel.: +32(0)2 762 9400
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**Avenue de la Faisanderie 14
B-1150 Brussels
Belgium**

MACHINE READABLE PASSPORT RENEWAL INSTRUCTIONS

The renewal of **machine readable passports** for applicants **16 years and over** can be undertaken by mail-in application through the Embassy of Trinidad and Tobago in Brussels, Belgium. The renewal process usually takes between one and three months as the passports are issued by the Immigration Division in Trinidad and Tobago.



DOCUMENTS TO BE SUBMITTED (BY APPLICANTS 16 YEARS AND OVER)

- Completed Application Form for the Renewal of Trinidad and Tobago Machine Readable Passport (Applicants 16 Years and Over) which must be printed on plain white paper and filled in with dark blue or black ink ballpoint pen. All applicants are required to sign both pages of the form with consistent signatures. Signatures must not touch or come close to any part of the signature box as this would render your form invalid. Incomplete information, missing documents, illegible email addresses or telephone numbers and unticked boxes may result in processing and notification delays.
- One passport photograph (at least 31mm wide and 41mm high) (See photograph specifications below)
- Colour copy of the biodata page of your most recent Trinidad and Tobago Machine Readable passport
- Colour copy of your computerized birth certificate
- If applicable, submit the original of any new document not submitted previously (for example, but not limited to, Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate)
- Documents that are not in English must be accompanied by an official translation, endorsed by a sworn translator for example: Birth Certificate, Marriage Certificate, etc.
- Further documents may be requested by the Immigration Division.

To ensure accuracy and to avoid delays in processing of documents, it is highly recommended that applicants email the Embassy both the completed application form and passport photograph for review before submitting the originals.



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PHOTOGRAPH SPECIFICATIONS

Portrait Quality

- The portrait shall be not more than 6 months old.
- The face should take up 70-80 percent of the vertical dimension. Please be guided by your current passport photograph.
- Portrait should be in sharp focus, of high quality with no crease or ink mark.
- Portrait should show applicant looking directly at camera.
- Portrait should be in colour. It should show natural skin tone.
- Portrait should be on high quality paper with high resolution.
- Portrait taken with a digital camera should be of high quality and resolution and be printed on photo quality paper.
- Portrait size must be at least 31mm wide x 41mm high.
- Portrait should show a close-up of the applicant's head and top of the shoulders.

Portrait Style and Lighting

- Portraits should show applicant with eyes open and clearly visible.
- There should be no hair on forehead or obscuring the eyes or ears.
- Applicant should be shown facing square to the camera not looking over one shoulder (portrait style).
- Applicant's head should be upright so that an imaginary horizontal line drawn between the centre of the eyes is parallel to the edge of the picture.
- Both edges of the face should be clearly visible.
- **BACKGROUND SHOULD BE WHITE.**
- The lighting should be even, with no shadows or reflection on face.
- There should be no red eye.

Glasses and Head Covers

Glasses: Glasses are not acceptable in the portrait.

Head Covers: Headdress shall be accepted only in keeping with religious customs or for medical reasons.

Expressions and Frames

- The portrait shall show the applicant alone with no other person, chair-backs or toys visible.
- The applicant shall be looking at the camera with a neutral expression, (no smiling) and with the mouth closed.

Facial Markings and Piercings

- 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.



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PASSPORT FEES

The fee for the renewal is **€44** in total (comprising €30 for the passport itself and €14 as diplomatic service charge). Persons who are 60 years and over are only required to pay the diplomatic service charge of **€14**.

The fee should be paid at the time of submitting the application to the bank account of the Embassy of the Republic of Trinidad and Tobago in Brussels, the details of which are as follows:

BNP Paribas Fortis SA/NV
Montagne du Parc 3
1000 Brussels
Kingdom of Belgium
IBAN Code BE43 0019 5392 9301
BIC Code GEBABEBB

PROCESS

The Embassy does not issue the renewed passport in-house, as this is done in Port of Spain by the Immigration Division. Once your documents and the application fee are submitted, the Embassy will transmit them to the Immigration Division for processing.

PASSPORT COLLECTION

You will be able to keep your present passport until the new one is ready. Once the new passport is ready, the Embassy will contact you and arrangements can thereafter be made to deliver or courier your present passport to the Embassy for cancellation, following which the new one would be dispatched to you. Please note carefully that the Embassy will only return passports via courier, the cost of which must be met by the applicant. Should you wish to collect in person from the Embassy, please make an appointment by contacting the Embassy between the hours of 9 a.m. and 5 p.m.

CHILDREN (MINORS UNDER 16 YEARS)

Minors under 16 years old must be interviewed and have a live image captured by an Immigration Officer of the Republic of Trinidad and Tobago. As such, the renewal of machine readable passports for applicants under 16 years old cannot be undertaken through the Embassy of Trinidad and Tobago in Brussels, Belgium. In Europe, this service is only available through the High Commission of Trinidad and Tobago in London, United Kingdom which can be contacted at hclondonimmigration@foreign.gov.tt or via telephone 01-144207-245-9351; 01-144-207-201-9650.