



## High Commission for the Republic of Trinidad and Tobago

42 Belgrave Square, London, SW1X 8NT

Tel.: (01144) 207 245 9351 • Fax: (01144) 207 823 1065 • E-mail: hclondonimmigration@foreign.gov.tt

• Website: <http://foreign.gov.tt/hclondon>

## RENEWAL OF MACHINE READABLE PASSPORT (MRP) 16 AND OVER

If you are already the holder of a Trinidad and Tobago Machine Readable Passport, the following **Original documents as well as coloured photocopies**, must be submitted via **Post/Courier**. Renewing a machine-readable passport (MRP) means your current/last issued passport begins with **TA, TB or BA**

### 1) GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- A completed Trinidad and Tobago Passport Renewal Form (**green border**). Please note all applicants are required to sign the specimen signature box at (**section 4**) and the signature box of the declaration section (**section 9**). Please ensure that your signature **does not touch the border** when signing. Forms are available at the Trinidad and Tobago High Commission, London or via the Trinidad and Tobago Ministry of Foreign Affairs website: <https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/high-commission-london-united-kingdom/>
- The form is to be completed by applicants sixteen (16) years and over **ONLY** if your current/last passport is/was a Machine Readable Passport. Children under the age of sixteen (16) **must** appear in person with a parent/legal guardian.
- Application forms must be thoroughly completed and contact information must be provided. **Please note incomplete forms will cause a delay in your application.**
- Form to printed on white photocopy paper only. Use of recycled paper is prohibited.

### 2) REQUIREMENTS

- Applications for the renewal of **adult** Machine Readable passports must be submitted via post/courier. The passport for renewal (**even if expired**) should be submitted with a coloured photocopy of the bio data page of the said Passport. Persons unable to submit the actual passport upon submission of the application, may post in a coloured photocopy of the bio data page. Please note the passport (**WITHOUT EXCEPTION**) must be submitted prior to the newly issued passport being dispatched.
- **Original** Marriage Certificate/s and/or Divorce document/s (**not a scanned copy**) (**applicable because of changes since last passport application**). Female applicants who are married **MUST** submit their marriage certificate(s). “**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 your spouse’s surname. For multiple marriages, all original certificates including decree absolutes or spouse's death certificate **MUST** be submitted. (**applicable because of changes since last passport application**).
- **Original** Naturalisation/Registration Certificate/s (**not a scanned copy**) and a legible coloured photocopy (**applicable because of changes since last passport application**).
- **Original** Affidavit(s), Statutory Declaration(s), Deed Poll(s) or Change of Name Deed(s) (applicable if there has been a name change since you applied for your current passport). **Deed Polls or Change of Name Deeds must be registered by the Local Government Authority of the country in which the document was obtained.**

- Applicants aged **16** and those who have not yet attained the age of **18**, must submit a notarized copy of the bio data page of the passport of the parent/legal guardian, giving permission (**Section 7**).
- If only one parent is named on the Certificate of Birth of the child, the parent named on the Birth Certificate can tender the application. If custody of the minor child/children has been awarded, evidence of the court order must be produced along with other relevant documentary evidence as may be required to support the claim. If parents have joint custody, the other parent must submit a declaration giving consent for the application of the child's passport.
- Two (2) passport sized photos. See **Portrait Quality** listed below for further specifications of photos (**for individuals submitting via post/courier**);

### **Portrait Quality**

- Only coloured photographs are acceptable.
- **The background for the image must be pure white.**
- The portrait size must be at least **5cm x 5cm** or **41mm x 31 mm**.
- The image in the portrait should take up **70%** of the vertical dimension, showing a close-up of head and the top of the shoulders.
- The portrait must be taken with the subject's head upright and looking directly at the camera; **both edges of the face and ears should be clearly visible** with a neutral expression.
- The portrait should be in sharp focus with no shadows or reflections on the face.
- **A full front view of applicant's face, with eyes open and without glasses** (unless there is a physical disability), are to be taken. **NB:** Head-dress may be accepted only in keeping with religious customs or for medical reasons. In **ALL** cases, full facial features from bottom of chin to top of forehead must be clearly visible, i.e. **absolutely no hair on your forehead or falling at the sides of the face.** No headbands.
- All facial jewellery (nose, eye rings etc.) **MUST BE REMOVED.**
- The portrait should be on high quality photographic paper with high resolution.
- **DO NOT** pin, staple or glue photographs to the application form.
- Photographs **MUST** have been taken within the last **six (6) month**.

### **3) PAYMENT OF THE APPLICATION FEE IN THE UNITED KINGDOM**

Adults (16 and over)	£44.00 ( <b>Ordinary Passport 32 page</b> )	
<b>Senior citizens 60 and over</b> are exempt from the passport fee but must pay the Diplomatic Service Charge (DMSC)	£14.00 ( <b>Ordinary Passport 32 page</b> )	

**Please note there is no card payment facility.**

- **CASH PAYMENTS** - Payment will be accepted in Cash, for appointments conducted at the High Commission, or applications being submitting over the counter **ONLY. KINDLY BRING EXACT CASH.**
- Individuals submitting applications via post/courier **MUST NOT** send Cash with their application **as this is against the law in the UK.** If applications are received via post/courier with cash enclosed, the application **WILL NOT BE PROCESSED.** The applicant will be required to collect the cash in person from our office or give written authorization for an individual to collect on your behalf (please note the original authorization letter must be submitted along with the individual's photographic identification).

- **POSTAL ORDERS** – Applicants residing within the UK and submitting their application via post/courier must enclose a Postal Order with their application. (See **bullet point below on submission of Postal Orders**)
- **INTERNATIONAL MONEY ORDERS NOT BANKERS DRAFTS** – Applicants residing outside the UK, must enclose an International Money Order with their application. (See **bullet point below on submission of International Money Orders**).
- Postal Order and International Money Orders **must be made** payable to “**Trinidad and Tobago High Commission**” **only** and no other variations of the name. If submitting **applications for multiple persons**, individual Postal Orders or Money Orders must be submitted. International Money Orders **must be drawable at a London, UK bank (except CITIBANK or its affiliations). Please ensure there is no mention of CITIBANK on the order even though payable at an affiliate bank in London.**
- If the incorrect amount is stated on the Postal Order or International Money Order, the application will be pended until the balance has been received. Kindly note Money Orders are only valid for a period of six (6) months.
- The Mission is unable to accept payment via Western Union, Money Gram or Bank to Bank Transfer. If a relative or friend resides in the UK they can mail in a Postal Order for the specified amount making mention of whom the payment is for. They can also make a cash payment at the Mission. Please note they should only make the payment when your documents have arrived at the Mission and payment can only be made in British Pounds.
- Personal Cheques are not accepted.
- Persons residing in Trinidad and Tobago can post a Bankers Draft to the Mission here in London for the specified amount on behalf of the applicant.
- **DO NOT SEND CASH IN THE MAIL/POST**

#### **4) VALIDITY OF PASSPORTS ISSUED**

The Machine Readable passports will be valid for a maximum period of ten (10) from the date of issue.

The High Commission does not have any control over the delivery time for a passport, applications are forwarded to Port of Spain for processing, and upon completion, are returned to the High Commission for delivery to the applicants. Applicants and therefore advised to submit their applications at least/approximately six (6) months prior to its expiration to allow for processing time and thereby not be without a valid passport in the meantime.

**N.B.\* COLOUR PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS AND MUST BE LEGIBLE.**

**ANY DOCUMENT NOT RECORDED IN ENGLISH MUST BE ACCOMPANIED BY AN OFFICIAL TRANSLATION IN ENGLISH.**

**PREVIOUS PASSPORTS MUST BE TENDERED FOR CANCELLATION WHEN MAILING IN APPLICATIONS FOR RENEWALS. (PLEASE SEE METHODS OF COLLECTION) IT IS ALSO IMPORTANT THAT YOU "CHECK THE DETAILS" FOR CORRECTNESS AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ISSUING OFFICE**

**ONLY DOCUMENTS NOTARIZED BY A SOLICITOR/NOTARY PUBLIC/COMMISSION OF OATS ARE ACCEPTED**

**LAMINATED DOCUMENTS WILL NOT BE ACCEPTED**

**THE USE OF CORRECTION FLUID IS STRICLY PROHIBITED**

**PLEASE DO NOT BEND OR FOLD THE FORM(S)**