

# PASSPORT APPLICATION FORM "A"

(APPLICANTS 16 YEARS AND OVER)  
TO BE PRESENTED IN PERSON

<b>FOR OFFICIAL USE ONLY</b>
PP No. _____
DATE OF ISSUE _____
VALID TO _____
PHOTOGRAPH

LAST NAME

FIRST NAME

MIDDLE NAME(S)

MAIDEN NAME

FORMER NAME   
(If changed)

MOTHER'S MAIDEN NAME

FATHER'S FULL NAME

**2. PERSONAL INFORMATION**

DATE OF BIRTH    PLACE OF BIRTH  TOWN/CITY  COUNTRY

SEX   HEIGHT  cm HAIR COLOUR  EYE COLOUR

MARITAL STATUS: SINGLE  MARRIED  WIDOWED  DIVORCED  SEPARATED  OTHER

**MARRIED WOMEN**

Present Marriage

Day	Mth	Year	Husband's Name in Full	Place of Marriage	Husband's Nationality

Previous Marriage(s)

Day	Mth	Year	Husband's Name in Full	Place of Marriage	Husband's Nationality

**OCCUPATION/PROFESSION**

**HOME ADDRESS**

No. _____	Street _____
Town/City _____	Country _____
Tel. (Home) _____	Tel. (Work) _____

**WORK ADDRESS OR LOCAL ADDRESS (If resident abroad)**

Name of Company _____	
No. _____	Street _____
Town/City _____	Country _____

**3. CITIZEN OF TRINIDAD AND TOBAGO BY:** BIRTH  DESCENT  ADOPTION  REGISTRATION  NATURALIZATION

CITIZENSHIP CERTIFICATE NO. \_\_\_\_\_ ISSUE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YY

ARE YOU NOW OR HAVE EVER BEEN A CITIZEN OF A COUNTRY OTHER THAN TRINIDAD AND TOBAGO?

Yes	No	Country	Other Countries	Effective Date	CITIZENSHIP CERT. NO. ....

If yes, citizen by: BIRTH  DESCENT  ADOPTION  REGISTRATION  NATURALIZATION  ISSUE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YY

**4. TRINIDAD AND TOBAGO PASSPORT(S) PREVIOUSLY**

(a) Have you applied for or been issued any Trinidad and Tobago Passport(s) or other Trinidad and Tobago travel documents?  Write YES or NO

If YES, submit document(s) and indicate

(b) Have you lost a Trinidad and Tobago Passport?  Write YES or NO (see section 8)

Passport No.	Date of Issue	Place of Issue

**5. PERMISSION FROM PARENT/LEGAL GUARDIAN FOR APPLICANTS UNDER 18 YEARS OF AGE**

I, ..... hereby  
(Father/Mother/Guardian/Other)

give permission to ..... to apply for a  
Trinidad and Tobago passport.

<input style="width: 100%; height: 20px;" type="text"/> Dated	<input style="width: 100%; height: 20px;" type="text"/> I.D. of Parent/Legal Guardian	<input style="width: 100%; height: 20px;" type="text"/> Signature of Parent/Legal Guardian
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**WARNING TO ALL APPLICANTS AND RECOMMENDERS**

Any such person who makes a written or oral statement knowing it to be false or misleading is guilty of an offence and is liable to fine and imprisonment. A member of the applicant's immediate family is not acceptable as a recommender

**6. DECLARATION OF APPLICANT**

I solemnly declare that:

- (i) The statements made in this application are true.
- (ii) The photographs enclosed are a true likeness of me.
- (iii) I am a Trinidad and Tobago citizen.
- (iv) I shall report to the Passport Office or the nearest Trinidad and Tobago Government Office any change in citizenship.
- (v) I do not have any other Trinidad and Tobago Passport besides the one(s) listed at section 4.
- (vi) I personally know the recommender.

Dated	Identification Number	Issue Date	Signature of Applicant
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**7. DECLARATION OF RECOMMENDER**

I,  A citizen of Trinidad and Tobago declare that to the best of my knowledge and belief all the statements made in this application are true. I make this declaration from my knowledge of the applicant whose name is:

Surname	First Name

Whom I have known personally for ..... and whose photograph I have certified on the reversed side  
State No. of years

My occupation is	
Firm or Organization	
Business address in full	

Dated		at		
				Signature of Recommender

**N.B.—Endorsement of Official Stamps necessary**

**8. LOST PASSPORT-Particulars of previous passport which has been lost or is not available for present use**

NAME IN WHICH PASSPORT WAS ISSUED .....

PLACE AND DATE OF LOSS .....

Circumstances in which passport was lost or destroyed and reason for its non-availability and what measures were taken to report loss? .....

.....

.....

I certify that the above particulars are correct and undertake that in the event of the passport coming again into my possession to return it to the passport office in Trinidad/Tobago or abroad to a Trinidad and Tobago Consulate, Trinidad and Tobago High Commission/Embassy.

Dated	Signed

**FOR OFFICIAL USE ONLY**

Birth Certificate/Baptismal Certificate .....

Affidavit/Sworn Declaration .....

Naturalization Certificate .....

Adoption Certificate .....

Registration Certificate .....

Decree Absolute .....

Marriage Certificate .....

Deed Poll .....

Others .....

Citizen of Trinidad and Tobago by .....

Applicant seen by .....

Application approved by .....

Passport Written by .....

Passport Signed by .....

Approving Officer's Stamp

Specimen Signature of Applicant

Specimen Signature of Applicant



# INSTRUCTIONS

## 1. *Name*

The name entered in the application should be the name you are requesting to appear in the passport and should be the name by which you are commonly known in the community. If this name differs from the name appearing in the documentary evidence produced for any reason other than marriage, you will be required to support such change by sworn Declaration or Deed Poll. The original sworn Declaration and the document to which it was sworn may be retained.

## 2. *Validity of Trinidad and Tobago Passports*

Passports are normally valid for a maximum of 10 years from the date of issue but their validity may be restricted for a shorter period of time.

## 3. *Evidence of Trinidad and Tobago citizenship if you were born in Trinidad and Tobago. You must submit:*

—Birth certificate.

—Trinidad and Tobago Identification Card.

—Affidavit(s) or deed poll(s) (where applicable).

—Marriage Certificate(s) (where applicable).

If married more than once all original certificates must be produced and decree absolutes where applicable.

If you acquired citizenship of another country you must produce the citizenship certificate of that country. The date of acquisition must be stated therein.

If you were born outside of Trinidad and Tobago and are a citizen through any of the following, you must submit:

(a) Descent—Birth Certificate, proof of Parents' Trinidad and Tobago citizenship, their Birth Certificates, Marriage Certificates and Passports.

(b) Registration—Certificate of Registration, Birth Certificate.

(c) Naturalization—Certificate of Naturalization, Birth Certificate.

(d) Adoption—Certificate of Adoption, Birth Certificate where possible. Where a birth certificate cannot be produced a letter from the adoption board will suffice.

## PHOTOGRAPH SPECIFICATIONS

### 4. *Do not pin, staple or glue photographs to application.*

Submit two (2) Identical unmounted coloured photographs showing a full front view of shoulders and head with eyes open and without dark glasses unless there is a physical disability. Headdress may be accepted only in keeping with religious customs.

Photographs should measure no more than 53 mm deep x 43 mm wide and no less than 45 mm deep x 35 mm wide with measurement from crown to chin between 25 mm and 35 mm.

Photographs must have been taken within the last 12 months.

Your recommender must certify the back of one photograph with the following words: "I certify that this is a true likeness of the

applicant ....." and affix his signature together with his name in block letters. Notarial seals must not be imprinted on photographs.

### 5. *Declaration of Recommender*

The recommender who countersigns your application must have known you personally for at least 3 years and know you well enough to be confident that the statements you have made in the application are true.

*Note the "Warning to all Applicants and Recommenders".*

*(See overleaf)*

Your recommender must be a Trinidad and Tobago citizen and be included in one of the following groups:

- Minister of Religion registered under law to perform marriage.
- Managing Director, Director and Manager of Banks and Companies (Endorsement of Official Stamps necessary on Form).
- Professionals (University Graduates).
- Member of Parliament, Mayor, Borough or Municipal Corporation.
- Notary Public/Justice of the Peace/Commissioner of Affidavits.
- Senior Public Servant (Above Range 30).
- Police Officer (Corporal and above rank).
- Fire Sub-Officer and above rank.
- Prison Cadet Officer and above rank.
- Member of Defence Force (Corporal/Leading Seaman and above rank).
- Graduate Teacher-School Principal, Vice-Principal, Lecturer.

6. *Documents to be produced to obtain a replacement for a lost, stolen, destroyed or inaccessible passport:*

Documents to be produced to obtain a replacement for a Lost, Stolen, Destroyed or Inaccessible Passport:

- (a) Completed passport application Form "A" with two photographs.
- (b) Written certificate from Police in your district stating that loss was reported.
- (c) Statutory Declaration outlining the circumstances of the loss.
- (d) In cases of destruction by fire, a report from the Fire Authorities. [(b) above does not apply].
- (e) Other documents may be requested at time of interview for a replacement passport.
- (f) Documents mentioned in 3.

7. *The written authority of parent / legal guardian is required for applicants under 18 years of age.*

*(see section 5)*

## GENERAL INFORMATION

*When you apply for a passport you must submit a completed and signed application form.*

- submit evidence of Trinidad and Tobago citizenship.
- have the application signed by an eligible recommender.
- provide 2 photographs which fall within the PHOTOGRAPH SPECIFICATIONS. One of the photographs must be certified on the back by your recommender.
- submit any Trinidad and Tobago passport issued to you.
- Passport fee is payable on approval of application.

*The application cannot be processed unless the above requirements are met.*

If you are a Trinidad and Tobago citizen living outside Trinidad and Tobago, apply to the nearest Trinidad and Tobago Government office.

N.B.—NOTE:

Photocopies of all documents should accompany originals.