



High Commission of the Republic of Trinidad and Tobago

*B3/26 Vasant Vihar
New Delhi – 110057
India*

*Tel: +91 11 4600 7500
Fax: +91 11 4600 7505
E-mail: consular@hctt.net*

**PROCEDURES FOR ISSUE OF FIRST
TRINIDAD AND TOBAGO PASSPORT**

1. Fill in Passport Form A (Over 16 years) or B (Under 16 years) in duplicate.
 - a. Name on the form must be name that you want written in passport.
 - b. Be sure to sign within the box at the bottom of page two.
 - c. If you are applying from outside of Trinidad and Tobago it is not mandatory to get a 'Recommender'.

2. Provide six passport size photographs.
 - a. Photograph should measure 31mm wide by 41 mm high.
 - b. Photograph should not be more than 6 months old.
 - c. Full facial features must be visible, including ears.
 - d. If you normally wear prescription glasses, clear contacts, hearing device or similar articles they may be worn for the picture. Other dark/tinted glasses and coloured contacts are not acceptable.
 - e. Headdress is only permitted if required by religious custom or medical purposes.

3. Submit proof of citizenship. Original documents and two (2) photocopies must be submitted. Originals will be returned.
 - a. If born in Trinidad and Tobago
 - i. Birth Certificate
 - ii. Trinidad and Tobago Identification Card
 - iii. Affidavit(s) or Deed Poll(s) (where applicable)
 - iv. If you acquired citizenship of another country, you must produce the citizenship certificate of that country. The date of acquisition must be stated.
 - v. Female applicants who are married must submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes must be produced.

- b. If born outside of Trinidad and Tobago
 - i. Descent - Birth Certificate, proof of parents' Trinidad and Tobago citizenship; their birth certificates, marriage certificates and passports, Trinidad and Tobago citizenship certificates.
 - ii. Registration - Certificate of Registration, Birth Certificate.
 - iii. Naturalization - Certificate of Naturalization, Birth Certificate
 - iv. Adoption - Certificate of Adoption, Birth Certificate where possible.

- 4. Provide a demand draft payable to HIGH COMMISSION OF TRINIDAD AND TOBAGO for the appropriate amount. If applying from outside India it is recommended that you wire transfer this amount via Western Union in the name of the Officer. Please verify the name of the officer before transmitting the money). Please email the wire transfer details to consular@hctt.net.

Fees:

Renewal	32 page Adult/Child	INR 2010.00/ 1465.00
	48 page	INR 2555.00

- 5. If you require that the passport application be returned to you by courier please include the appropriate amount.

Fees:

For return courier within India	INR 275.00
For return courier outside India	INR 2575.00