



HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO TO JAMAICA
EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO TO THE DOMINICAN REPUBLIC AND HAITI

Renewal of Machine-Readable Passport

Overseas Applications

The High Commission only accepts applications for the renewal of Machine-Readable Passports.

General Requirements:

For Persons 16 years and older

1. **Two** completed application forms (printed double-sided on legal-size paper) must be sent to the High Commission for the Republic of Trinidad and Tobago in Jamaica at # 25 Windsor Avenue, Kingston 5;
2. **Two** coloured copies of the bio-data page of your passport;
3. **Two** passport-size photos, white background (neutral expression, must not be more than 6 months old);
4. An **international money order/bank draft** in the sum of US\$101.00 (persons under the age of 60) or US\$25.00 (persons over the age of 60) addressed to the High Commission for the Republic of Trinidad and Tobago;
5. A self-addressed return envelope (DHL, FedEx, or a courier service of your choice) must accompany the application;
6. Originals and copies of deed poll, marriage certificates, or divorce decrees to support name changes or changes to marital status (where applicable);
7. All non-English documents must be translated into English.

For persons under 16 years

1. **Two** completed application forms (printed double-sided) must be sent to the High Commission for the Republic of Trinidad and Tobago in Jamaica at # 25 Windsor Avenue, Kingston 5;
2. **Two** coloured copies of the bio-data page of the passport;
Two passport-size photos, white background (neutral expression, must not be more than 6 months old);
3. An **international money order/bank draft** in the sum of US\$101.00 (per application) addressed to the High Commission for the Republic of Trinidad and Tobago;
4. A self-addressed return envelope (DHL, FedEx, or courier service of your choice) must accompany the application;
5. A copy of the child's birth certificate, if both parents' names are on the birth certificate, a copy of the ID of the parent submitting the application, and an affidavit from the other parent giving permission for the application must be submitted together with a copy of that parent's ID;
6. If either of the parents cannot be located, a Court Order giving sole custody to the parent making the application must be submitted with the application.
7. All non-English documents must be translated into English.
8. Passports that were previously renewed for minors, for a two-year period, will not be renewed at the High Commission for a second time. These passports can be renewed at a processing office for a live capture photo along with the application.

ALL DOCUMENTS COMING FROM OVERSEAS MUST BE NOTARIZED.

The application and supporting document must be scanned and sent to the High Commission via email for validation.



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EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO TO THE DOMINICAN REPUBLIC AND HAITI

Renewal of Machine-Readable Passport

Local Applications

The High Commission only accepts applications for the renewal of Machine-Readable Passports.

General Requirement:

For Persons 16 years and older

1. **Two** completed application forms (printed double-sided on legal-size paper)
2. **Two** coloured copies of the bio-data page of your passport;
3. **Two** passport-size photos, white background (neutral expression, must not be more than 6 months old);
4. The sum of US\$96.00 (persons under the age of 60) or US\$20.00 (persons over the age of 60) – **CASH ONLY**
5. Originals and copies of deed poll, marriage certificates, or divorce decrees to support name changes or changes to marital status (where applicable);
6. All non-English documents must be translated into English.
7. Applicants must be present when the application is being submitted.

For persons under 16 years

1. **Two** completed application forms (printed double-sided on legal-size paper) must be sent to the High Commission for the Republic of Trinidad and Tobago in Jamaica at # 25 Windsor Avenue, Kingston 5;
2. **Two** coloured copies of the bio-data page of the passport;
Two passport-size photos, white background (neutral expression, must not be more than 6 months old);
3. The sum of US\$96.00 (persons under the age of 60) **CASH ONLY**
4. A copy of the child's birth certificate, if both parents' names are on the birth certificate, a copy of the ID of the parent submitting the application, and an affidavit from the other parent giving permission for the application must be submitted together with a copy of that parent's ID;
5. If either of the parents cannot be located, a Court Order giving sole custody to the parent making the application must be submitted with the application.
6. All non-English documents must be translated into English.
7. Passports that were previously renewed for minors, for a two-year period, will not be renewed at the High Commission for a second time. These passports can be renewed at a processing office for a live capture photo along with the application.
8. Applicants must be present when the application is being submitted.

ALL ORIGINAL DOCUMENTS MUST BE PRESENTED ON THE DAY OF THE INTERVIEW!

The application and supporting document must be scanned and sent to the High Commission via email for validation.

IMMIGRATION AND OFFICIAL DOCUMENTS FEES

SERVICE	CURRENCY	DIPLOMATIC MAIL SERVICE CHARGE	FEES	TOTAL COST	
		7/1/FA1/2	7/1/HO/1	LOCAL APPLICANT	OVERSEAS APPLICANT
RENEWAL OF MACHINE READABLE PASSPORT	JMD	\$ 3,500.00	\$ 12,500.00	\$ 16,000.00	
	USD	\$ 20.00	\$ 76.00	\$ 96.00	\$ 101.00
RENEWAL OF MACHINE READABLE PASSPORT (Applicant over 60 years)	JMD	\$ 3,500.00	\$ -	\$ 3,500.00	
	USD	\$ 20.00	\$ -	\$ 20.00	\$ 25.00
RENEWAL OF MACHINE READABLE PASSPORT (BUSINESS)	JMD	\$ 4,000.00	\$ 17,700.00	\$ 21,700.00	
	USD	\$ 24.00	\$ 106.00	\$ 130.00	\$ 135.00
MUTILATED PASSPORT	JMD	\$ 3,500.00	\$ 50,100.00	\$ 53,600.00	
	USD	\$ 20.00	\$ 300.00	\$ 320.00	\$ 325.00
LOST VALID PASSPORT	JMD	\$ 3,500.00	\$ 50,100.00	\$ 53,600.00	\$ -
	USD	\$ 20.00	\$ 300.00	\$ 320.00	\$ 325.00
LOST EXPIRED PASSPORT	JMD	\$ 3,500.00	\$ 50,100.00	\$ 53,600.00	\$ -
	USD	\$ 20.00	\$ 300.00	\$ 320.00	\$ 325.00
EMERGENCY CERTIFICATE	JMD	\$ 7,000.00	NONE	\$ 7,000.00	
	USD	\$ 40.00	NONE	\$ 40.00	\$ 45.00
NOTARIZATION OF DOCUMENTS (LOST, MUTILATED PASSPORT)	JMD	\$ 7,000.00			
	USD	\$ 40.00		\$ 40.00	