



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\$65.00 (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\$65.00 (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 without the minor being present at a passport processing office for a live capture photo will NOT be renewed for a second time.

**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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## **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\$60.00 (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\$60.00 (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 without the minor being present at a passport processing office for a live capture photo will NOT be renewed for a second time.
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.**