



## EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

1708 Massachusetts Ave. NW Washington DC 20036  
Phone: (202)-467-6490 Email: [embdcimmigration@foreign.gov.tt](mailto:embdcimmigration@foreign.gov.tt)

*The Embassy of Trinidad and Tobago, Washington DC wishes to inform the public of the following related services, offered in its jurisdiction effective **April 14, 2023***

### **IDENTIFICATION OF TRINIDAD AND TOBAGO PASSPORT**

- Trinidad and Tobago passports that are not Machine Readable start with six (6) digits 123456 or one (1) letter and six (6) digits T456789 or B987654.
- Trinidad and Tobago passports that are Machine Readable start with two (2) letters and six (6) digits TA123456, TB987654, TC456789 or TB654321.

### **PASSPORT PROCESSING TIME**

- Processing time for the renewal of Machine Readable Passport (MRP) is 6 - 8 weeks.
- Processing time for first Machine Readable Passport (MRP) is 3 months.

***Please be advised that all in-person services rendered at the Embassy are by appointment only.***

### **NOTICE**

***The Embassy of the Republic of Trinidad and Tobago is currently receiving a high volume of mail. In this regard please note that the Delivery Confirmation (receipt) provided to you by your courier is the assurance that your package is safe within the confines of the Embassy and is in queue for processing.***

***All mail sent to the Embassy must go through a registration process before reaching their designated departments.***

### Appointments are required for the following services:

- 1<sup>st</sup> issuance of Machine Readable Passport (see documents 1 – 3)  
**Please note:** when applying for your 1<sup>st</sup> Machine readable passport and the last issued Trinidad and Tobago passport is Lost, Stolen /Mutilated the application must be accompanied by a notification form (see documents 10 – 12)
- Application for Children 15 years and under (see documents 7 – 9)
- Emergency Certificate (see document 14)
- Certificate of Immigration Status (contact our office for further instructions)

Complete and submit respective application form, along with the required supporting documents to [embdcpass@foreign.gov.tt](mailto:embdcpass@foreign.gov.tt) you will then be contacted by the Embassy with further instructions relating to your in-person appointment.

### Applications for the following services are **only** accepted by **mail** or in **“drop box”** (located at the Embassy):

- MRP Renewal for persons 16 years and older (documents 4 – 6)
- Lost passport notification along with MRP Renewal form, **only** for lost, stolen or mutilated Machine Readable passport (documents 4 – 6 and 10 – 12)
- Visa application (documents 20 – 21)
- Restoration (documents 15 – 18)
- Renunciation of Trinidad and Tobago Citizenship (contact our office for further instructions)
- Submission of Life Certificate
- Authentication/Legalization of Documents
- Repatriation of Human and Cremated Remains (document 19)

**All emergencies, with time sensitive requests are encouraged to contact the Embassy via telephone at (202)-467-6490 or by emailing us at [embdcimmigration@foreign.gov.tt](mailto:embdcimmigration@foreign.gov.tt)**

**Applications will be archived after six (6) months if there is no response, or if you fail to submit required documents.**

**Persons submitting semiannual Life Certificates and other persons submitting inquiries related to claims or any other payments are required to make such submission by mail or by email inquiries to [embdcaccounts@foreign.gov.tt](mailto:embdcaccounts@foreign.gov.tt)**

**General requests and inquiries should be directed to [embdcinfo@foreign.gov.tt](mailto:embdcinfo@foreign.gov.tt) or phone: (202)-467-6490.**