

# GUIDELINES FOR THE REPLACEMENT OF A LOST/ STOLEN/ MUTILATED PASSPORT

Persons who **do not** have their **valid or expired** Trinidad and Tobago passport (MRP or Non MRP) **MUST** complete two application (2) forms to have it replaced. Firstly, the **Lost (Unavailable)/Stolen/Mutilated** (if it is **damaged**) form, which must be notarized and additionally the passport application form that applies to you (1<sup>st</sup> MRP; Renewal; or Child). The fee for replacing a Lost/Stolen/Mutilated passport will be determined and the applicant informed.

## **NOTE: THIS IS A TWO (2) STEP PROCESS**

1. Mail in/drop off all documents listed below to the Consulate for verification.
2. When all the necessary information is verified, the applicant will be contacted regarding the **scheduling of an appointment**. An appointment will be necessary if this is the applicants 1<sup>st</sup> issue of a Machine Readable Passport (MRP) **or** for a child under 16 years of age.  
No appointment is necessary if the applicant is replacing a Lost MRP.

The cost of the replacement Passport will be communicated to the applicant. Fees will vary for the Replacement of a LOST/ STOLEN/ MUTILATED PASSPORT. The final amount will be determined after all information has been verified. At the appointment, please provide the Money Order and all original documents. Once all forms and necessary documentation are in order, the passport application is forwarded for processing. Upon completion, the newly issued MRP will be mailed to the applicant.

Any Trinidad and Tobago National whose passport has been LOST/ STOLEN/ MUTILATED and who is now applying for a Machine Readable Passport as a Replacement, must provide the following:

1. **NOTIFICATION FORM**
  - o Completed Notification Form for LOST/ STOLEN/ MUTILATED PASSPORT (**Notification form must be notarized by a Certified Notary Public**).
  - o Question #6: Detailed response must include the physical address of where you were residing when you discovered your passport missing.
2. **POLICE REPORT**
  - o Actual Police Report is required (Case number is **NOT** acceptable). **Police Report must indicate "Trinidad and Tobago Passport"**.
  - o In the case of destruction by fire, a report from the Fire Department will be required in lieu of a Police Certificate.
3. **PASSPORT PHOTO**
  - o Two (2) recent photos
4. **VALID PICTURE IDENTIFICATION**
  - o (eg. Driver's License, Trinidad and Tobago Identification Card)
  - o One (1) color photocopy is required
5. **TRINIDAD AND TOBAGO BIRTH CERTIFICATE**
  - o One (1) color photocopy is required
6. **COMPLETED PASSPORT APPLICATION FORM**
  - o 1<sup>st</sup> Issue; MRP Renewal; Child Under 16 (whichever that applies)

Email: [passportmiami@foreign.gov.tt](mailto:passportmiami@foreign.gov.tt). For passport inquiries and information.

**WITH IMMEDIATE EFFECT, ALL FOREIGN DOCUMENTS SUBMITTED IN SUPPORT OF A 1<sup>st</sup> ISSUE TRINIDAD AND TOBAGO (MRP) APPLICATION, MUST BE APOSTILLED**

**What is an Apostille?** It is simply a certification that verifies the authenticity of a document or certificate. It allows the document to be recognized for official purposes in a foreign country.

**Cont'd**

Depending on the State (New York, Florida etc.) in which your document originated, the process of obtaining an apostille may vary. Please check with your local State Department for details on getting the process completed.

The following link <https://dos.fl.gov/sunbiz/other-services/apostille-notarial-certification/> takes you to the **Florida Department of State** website, which gives details regarding getting documents apostilled.

**Mail Documents to:** Consulate General of Trinidad and Tobago  
ATTN: Immigration Section  
1000 Brickell Avenue, Suite 800  
Miami, FL 33131

## **PASSPORTS FEES**

Regular 32-page Passport Book - **US\$121.00 (Includes Diplomatic & Postage Fees)**

Business 48-page Passport Book - **US\$151.00 (Includes Diplomatic & Postage Fees)**

Under 2 & Over 60 Years – **NO PASSPORT FEE - Diplomatic & Postage Fee apply**

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – **(US\$121.00-US\$345.00)**. Exact cost will be determined and communicated to you before the application for a new Machine Readable Passport is processed.

**Payment Options:** Money Order/ Postal Order or Banker's Check **issued in the United States ONLY (NO PERSONAL OR COMPANY CHECKS ACCEPTED)** made payable to: **Consulate General of Trinidad and Tobago**

**ONE MONEY ORDER PER APPLICANT – DO NOT SIGN AT THE BACK OF THE MONEY ORDER**

**DIPLOMATIC FEE:- US\$20.00** (Subject to change at short notice)

**POSTAGE FEE:-**

**US\$25.00** (Subject to change at short notice) **applies to nationals who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina**

Passport Fee and Postage Fee may be combined in one Money Order

**Nationals outside of the Continental United States:** - Must provide a Postage Label that covers return mailing

- **Passports will be mailed upon completion.**
- **PASSPORT PICKUP IS AVAILABLE IN LIMITED CASES**

**BUSINESS HOURS:**  
**MONDAY – FRIDAY 9:00am – 5:00pm**



