

# EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

1708 Massachusetts Avenue N.W., Washington D.C. 20036

Phone: (202)-467-6490 Email: [embdcimmigration@foreign.gov.tt](mailto:embdcimmigration@foreign.gov.tt)

## **LOST, STOLEN OR MUTILATED PASSPORT CHECKLIST**

### **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**.

Complete application form using a ballpoint pen with either **blue** or **black** ink only. The use of Correction Fluid (white out), Erasable/Gel pens or pencils, or superimpositions are **not** permitted when completing the application form. The form can be obtained from our website at [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)

All applicants whose last issued Trinidad and Tobago passport (valid or expired), that has been lost, stolen or mutilated (damaged), must complete and submit a **'Lost, Stolen or Mutilated Notification form'** along with:

1. The **first (1<sup>st</sup>) Machine Readable passport** form, along with copies of supporting documents, should be **emailed** to [embdcpass@foreign.gov.tt](mailto:embdcpass@foreign.gov.tt) *once applications are reviewed, applicant will be contacted within ten (10) – fourteen (14) business days to schedule their appointment; or*
2. The **Machine Readable passport renewal** form along with supporting documents, should be submitted via **mail** or in **"drop box"** located at the Embassy.

Produce **coloured copies** of all documents listed below when submitting the Lost, Stolen/Mutilated Notification Form.

- Completed Lost, Stolen/Mutilated Notification Form with the **RED BORDER** along with a photocopy of the lost passport, *if available*. Application form *must be notarised*.
- Mutilated passport **must** be submitted with application.
- Trinidad and Tobago Computer Generated Birth Certificate or Adoption Certificate, *if applicable*. If the applicant is not a citizen of Trinidad and Tobago by birth, their Original Birth Certificate/Adoption Certificate from the respective country must be produced; along with relevant official translations where necessary.
- Photo identification required; (*Permanent Resident Card, Driver's License, State or National Issued Identification, Work Authorization Card*). *Please provide all applicable forms of ID available;*
- Police Report/Incident Report is **MANDATORY** if your passport was **lost** or **stolen**, a Fire Department Report for passport lost in a fire;

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- Two (2) high quality coloured passport sized (2" x 2") photos, white background, neutral expression, no glasses, no facial piercings, both ears visible, no hair on forehead, no shadows. *Photocopy of photos are not necessary;*
- Trinidad and Tobago Restoration, Registration or Naturalization Certificate, *if applicable;*
- Naturalization or Registration Certificate for country of citizenship other than Trinidad and Tobago, if applicable.
- Name Change document or Deed Poll, *if applicable.*
- Marriage Certificate for ***each*** Marriage, with affixed seal/stamp from relevant judicial authority (*applicable to women only*).
- Divorce Decree, Legal Separation or Death Certificate for ***each*** dissolved marriage, with affixed seal/stamp from relevant judicial authority (*applicable to women only*).

***All foreign documents submitted in support of an application must be apostilled. Applicants are advised to seek guidance from the issuing authority on the appropriate procedure for obtaining an apostille.***

**PAYMENTS:** All payments must be made payable to "Embassy of Trinidad and Tobago" by money order only.

- All applicants under **two (2) years of age or sixty (60) years and over** a money order for **US\$20.00** is required;
- For persons' **age two (2) through fifty-nine (59) years old** a money order for **US\$60.00** is required, if passport was stolen or lost and expired;
- For persons' **age two (2) through fifty-nine (59) years old** a money order for **US\$180.00** is required, if your passport was mutilated or lost and valid;

***Additional documents may be required on a case-by-case basis***