



**CONSULATE GENERAL OF
THE REPUBLIC OF TRINIDAD & TOBAGO**
[185 Sheppard Avenue West](https://www.google.com/maps/place/185+Sheppard+Avenue+West,+Toronto,+ON+M2N+1M9) (Ctrl+click for Google Map)
Toronto, ON M2N 1M9

PROCEDURE FOR SUBMISSION OF APPLICATIONS

MACHINE READABLE PASSPORT RENEWAL INSTRUCTIONS

DOCUMENTS TO BE SUBMITTED (FOR ALL ADULT APPLICANTS)

- Completed renewal application form. Consistent signatures are required of ALL applicants - **SIGN BOTH BACK AND FRONT, men and women**. INCOMPLETE INFORMATION, DOCUMENTATION OR UNTICKED BOXES **May Result In Processing Delays**.
- Download, print and complete the **CONTACT SLIP** (one per applicant) at <https://foreign.gov.tt/cgtoronto>
Please note: invalid, illegible email addresses or phone numbers **MAY result in notification delays**.
- **Two (2)** passport sized photograph in colour (**Photo Specifications below at page 4**).
- **Expired** Trinidad and Tobago Machine Readable Passport.
- **Two (2)** clear colour photocopies of the bio-data page (photo page) of your most recent Passport.
- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS**, **not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate and passport of another country etc.)
- **Documents that are not in English must be accompanied by an official translation, endorsed by a registered Translator for example: Birth Certificate, Marriage Certificate, Death Certificate etc.**
- **Foreign documents being tendered in support of applications for Trinidad and Tobago passports must be apostilled.**
- **FURTHER DOCUMENTS MAY BE REQUESTED BY THE IMMIGRATION OFFICER** (for example a Statutory Declaration).

ADDITIONAL DOCUMENTS / INFORMATION FOR ADULTS 16 TO 18 YEARS

- All requirements for the ADULT application submission as outlined above.
- ANY NEW, OR PREVIOUS CUSTODIAL DOCUMENTATION AND PERMISSIONS, not previously submitted.
- **2 clear colour photocopies of the VALID ID of parent, used on Section 3 of the application form.**

All DIVORCED parents, applying for a passport for a **child under 18 years**, must submit the **ORIGINAL**, bearing the seal of the court of:

- i) The **'Decree Nisi'** from the court, **and**
- ii) The **'Decree Absolute'** or **'Certificate of Divorce'** from the court
- iii) **AND:** any custody order from the court.

CHILDREN (Minors under 16 years)

An appointment is required to renew the passport of a minor (passport photograph will be taken at the Consulate). Call the Reception Desk to schedule an appointment at 416 495 9442 extension 231.

Parent or legal guardian and minor under 16 years must be present to be interviewed and to obtain a live image capture. This process continues until the minor reaches 16 years of age in keeping with the International Civil Aviation Organization's (ICAO) specifications.

IN ALL CASES WHERE BOTH PARENTS CANNOT ATTEND APPOINTMENT, with the exception of **sole custody**, consent in the form of a **Statutory Declaration MUST** be done by the non-applying parent, **giving permission to the parent who will be attending the interview**, to apply for the child's passport (child's name and date of birth must be stated). The declaration must be accompanied by a notarized photocopy of **VALID** photo identification (passport or electoral identification card) of the declarant, **and birth certificate of minor**.

Death Certificate must be submitted if the other parent/guardian is deceased.

Fully complete and submit the form for a minor (all sections) under 16 years of age – YELLOW BORDER FORM. Full instructions can be found on the Instruction Sheet for the First Issue of the Machine Readable Passport.

- **FURTHER DOCUMENTS MAY BE REQUESTED BY THE IMMIGRATION OFFICER.**

PASSPORT FEES:

The renewal cost of the machine readable passport is payable by **MONEY ORDER ONLY** made out to

"TRINIDAD AND TOBAGO CONSULATE", and is as follows: (Cash, Personal cheques, Credit Card and Debit card payments are **NOT** accepted)

- **\$162.00** (ORDINARY PASSPORT - 32 PAGES)
- Minor UNDER THE AGE OF 2 years - **\$62.00**

- Citizens 60 years and over: - \$62.00

APPLICATION SUBMISSION FOR ADULTS 16 years and older:

OPTION 1

Drop-off the completed application (**with two passport photos, expired passport and money order**) at the Reception Desk between the hours of 9am – 3pm (Monday to Friday) except public holidays. **Please see ALL requirements above.**

- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS, not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate, Passport of that country etc.)

An appointment is **NOT** required. **An Immigration Officer** will need to examine your original documents and they will be immediately returned.

OPTION 2

Mail in a completed application (**with two passport photos, expired passport and money order**).

- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS, not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate, Passport of that country etc.) **and a PREPAID, SELF ADDRESSED, COURIER ENVELOPE**, for the return of any **original documents. If a pre-paid self-addressed, courier envelope is not provided, any original documents submitted will be returned to you at the time of sending your renewed passport to your address.**
- ***(Please see additional information for 16 – 18 yrs on page 1)***
- **DO NOT SUBMIT YOUR SMALL PHOTO ID CARDS. Submit two (2) clear colour photocopies of the BIO DATA PAGES of your passport(s) and BOTH the front and back of any photo ID cards.**

Applications for Lost/Stolen/Mutilated, and Emergency passports **CANNOT be facilitated through the drop-off or mail-in process. **An appointment is required – please call the Reception desk at 416 495 9442 extension 231.****

Additional Note regarding Options 1 and 2: Prior to sending your new passport to you, your previous Machine Readable Passport (whether expired or valid) must be received by the Consulate for cancellation. Persons whose MRPs have expired **MUST** include the expired passport in their application package. Persons whose MRPs are **soon to expire** may also choose to submit this passport as part of their application package. If this approach is not adopted, arrangements will have to be made by the applicant to send this passport to the Consulate for cancellation before the new passport is sent to you. Passports, once cancelled, will be returned, unless the passport is found to be mutilated.

THE PROCESS

- The Consulate hours are 9am to 4pm daily, Monday to Friday and closed on public holidays.
- Please note: there is **NO PARKING** provided on the compound; there is metered street parking in the surrounding area ([TTC stops](#) Ctrl + click to view).
- ALL passports are sent to Trinidad & Tobago Immigration for processing and delivery times will vary.
- **For a drop-off: (ADULT Machine Readable Passport RENEWAL ONLY)**
- If you are dropping-off your application, please do so at the Reception desk **between 9am and 3pm**.
- Your application will be screened by Immigration and processed, **OR** you **may** be contacted for further requirements.

RECEIVING YOUR PASSPORT

- **You will be notified by email or phone call when your new passport has been processed. (Please check your voicemail and your junk mail as well).**
- You will receive your renewed passport via **courier**, at no extra charge, **WITHIN CANADA ONLY**.
- **Please ensure that you give us legible, complete and accurate contact information (include Buzz codes for apartment or suites; the COURIER will NOT deliver to a Post Office Box).**

REPLACEMENT OF A LOST/STOLEN/MUTILATED PASSPORT

Note: The Passport is the property of the Government of Trinidad and Tobago. Any mutilation, tampering (addition or unofficial changes) will render the passport invalid, and it will be considered mutilated whether willful or accidental.

A passport that was reported lost or stolen must be returned to the Immigration Division (Consulate) if recovered. Do not travel with a passport that was reported lost or stolen.

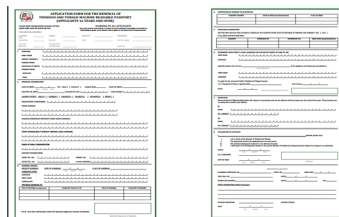
In addition to the requirements for a machine readable passport the following documents are required when applying to replace a **lost, mutilated or stolen MACHINE READABLE PASSPORT**:

1. A completed Lost/Mutilated/Stolen notification form, duly signed, **notarized, stamped** and completed in its entirety **must** accompany your completed new passport form.
2. One recent colour passport sized photo **must** be submitted.
3. In case of **loss by fire**, a report from the Fire Authority **must** be submitted.
4. A lost/stolen passport **must** be immediately reported to the Police and the Immigration authorities.
5. In case of a lost/stolen passport, **even if expired**, a report to the Police Division is required. This incident report **must** be faxed by the relevant Police Division to the Consulate office, **prior** to your appointment.
6. You **must** complete the above mentioned forms and attend an interview **by appointment** at the Consulate and await approval from Port of Spain. The passport processing fee will be determined and communicated to you before the application for a new Machine Readable Passport is processed.

PASSPORT FORMS:

1. Recommended paper for printing the form is 20lb – 24lb.
2. Print the form using the 8 ½ “ x 14” setting and print on **Legal size paper (8 ½ “ x 14”) paper, using a laser toner printer (not inkjet).**
3. Print on both sides of the sheet (completed form should be ONE page with a green border, filling the page).
4. DO NOT FOLD OR BEND FOLD OR CREASE THE FORM. DO NOT USE LIQUID PAPER, OR ERASABLE INK.

All forms are available on the Consulate website: <https://www.foreign.gov.tt/cgtoronto>

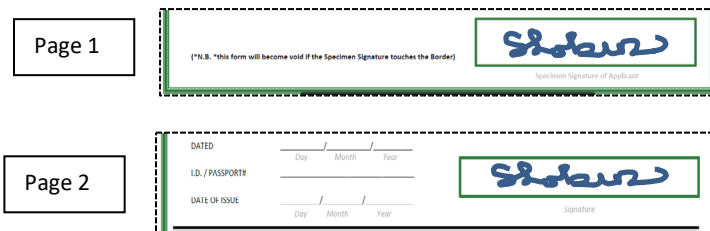


To be printed as ONE SINGLE PAGE 8 ½ x 14 inches, front and back.
(Sample to the left is only for reference and NOT ACTUAL SIZE and NOT to be printed as 2 pages).

SIGNATURES:

Signatures MUST NOT TOUCH OR COME CLOSE TO ANY PART OF THE BORDER AT ALL – it renders your form INVALID and cannot be scanned.

Both signatures must be consistent (same), without superimposition or scratches: A consistent signature is required on BOTH sides of the form at the bottom of page one in the Specimen Signature box and in the Declaration section of page two (ALL ADULTS, BOTH MEN AND WOMEN, regardless of marital status).



SAMPLES OF ACCEPTABLE AND UNACCEPTABLE SIGNATURES:

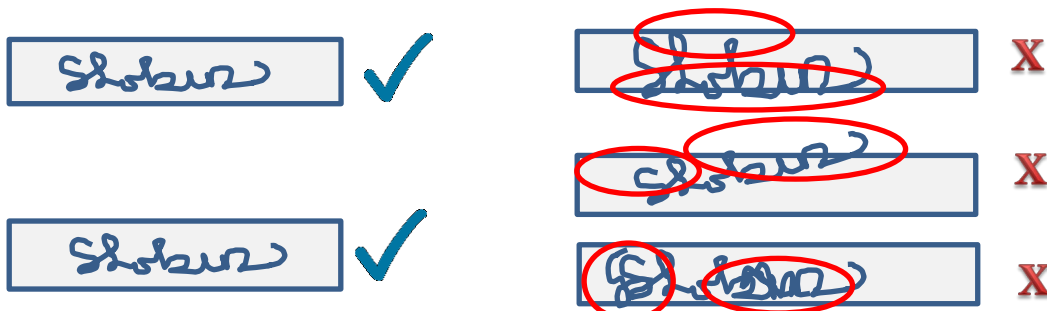


PHOTO SPECIFICATIONS (INSTRUCTIONS FOR PHOTOGRAPHER)

1. The portrait shall be not more than 6 months old.
2. The face should take up 70-80 percent of the vertical dimension.
3. Portrait should be in sharp focus, of high quality with no crease or ink mark.
4. Portrait should show applicant FULLY FRONTAL, looking directly at camera.
5. Portrait should be in color, it should show skin tone naturally.
6. Portrait should be on high quality paper with high resolution.
7. Portrait taken with digital camera should be at high quality and resolution and be printed on photo quality paper.
8. Photo size must be at least 5cm x 5cm.
9. Portrait should show a close-up of the applicant's head and top of the shoulders.

N.B. A standard Canadian passport photograph satisfies the above requirements.

Portrait Style and Lighting

1. Portraits should show applicant with eyes open and clearly visible; NO coloured contact lens are allowed.
2. There should be no hair on forehead (hairline must be visible), brows, sides of face, or obscuring the eyes.
3. Applicant should be shown facing square to the camera not looking over one shoulder (portrait style).
4. Applicant's head should be upright so that an imaginary horizontal line drawn between the center of the eyes is parallel to the edge of the picture; the face should not be tilted upwards, downwards nor sideways.
5. Both edges of the face should be clearly visible.
6. BACKGROUND SHOULD BE WHITE.
7. The lighting should be even, not over or under exposed, with no shadows or reflection on face.
8. There should be no red eye.

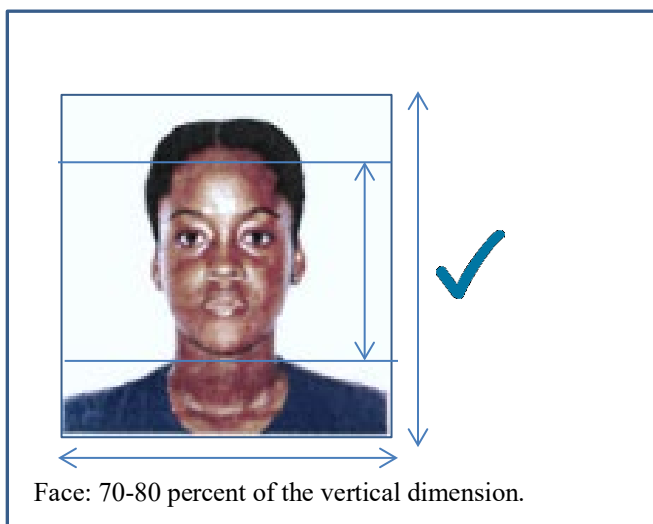
Glasses: Glasses are not acceptable in the portrait.

Head Covers: Headdress shall be accepted only in keeping with religious customs or for medical reasons. **Brows, temples, sides of face, chin and forehead to hairline must be clearly visible.**

Expressions and Frames: The portrait shall show the applicant alone with no other person, chair-backs or toys visible.

The applicant shall be looking at the camera with a neutral expression, (no smiling) and their mouth closed.

Facial Markings and Piercings: There shall be NO markings, tattoos or piercings (facial jewelry) on any part of the applicants face as to obscure an even appearance on the portrait.



Example of Acceptable Photo 5cm x 5cm

**PLEASE BE GUIDED BY YOUR CURRENT
PASSPORT PHOTO.**

