

# APPLICANT CHECKLIST FOR FIRST ISSUE OF THE NEW MACHINE READABLE PASSPORT

Entitlement to a Trinidad and Tobago Passport is Restricted to Citizens of Trinidad and Tobago

All applicants for the first issue of the Machine Readable Passport (MRP) i.e. persons whose current passport does **NOT** start with 2 letters (TA; TB; BA; TC) and who reside within our Consular Jurisdiction (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Texas) are required to schedule an appointment and **APPEAR IN PERSON** at the Consulate General in Miami, Florida. **WALK-INS ARE NOT ACCEPTED**

Appointments may be scheduled via Telephone: (305) 374-2199 Ext. 317, or requested via Email: [cgmiamipassportappointments@foreign.gov.tt](mailto:cgmiamipassportappointments@foreign.gov.tt). You must provide the PIN number located at the top left of your Trinidad and Tobago Computerized Birth Certificate, in order to confirm your appointment.

**NOTE: PASSPORT PHOTOS ARE NOT REQUIRED**

## **PREREQUISITE**

**ALL ORIGINAL DOCUMENTS AND TWO (2) COLOR PHOTOCOPIES OF EACH (excluding Application Form) MUST BE PRESENTED AT THE TIME OF YOUR APPOINTMENT – NO EXCEPTIONS**

Completed Application Form (all relevant areas must be completed) using either blue or black ink that is **NOT** erasable. Use of correction tape/ liquid paper is **NOT** permitted when completing Trinidad and Tobago Passport Application Forms. **DO NOT BEND OR FOLD FORMS**

- **The Application Form must be printed on Legal size paper (8 1/2" x 14") –Printed on both sides of the paper and in colour.**  
Alternatively, you may send a self-addressed, prepaid envelope (10" x 13") and request that forms for the First Issue MRP be mailed to your address, if you are unable to print the forms.
- **Your signature must be consistent and must not exceed or touch the borders of the signature box.**  
ALL applicants must sign the signature boxes on both the front and back of the forms.
- **Section 4 - 'Declaration of Recommender' – Must be left blank**

## **REQUIRED DOCUMENTS**

**If you were born in Trinidad and Tobago, you must submit the following:**

### **1. Trinidad and Tobago Computerized Birth Certificate**

**NOTE:** Birth Certificates issued without a 'Given Name' must have a name insertion done **PRIOR** to applying for a Machine Readable Passport (MRP)

Call: 1-(868) 223-2452 Ext. 3151 or Ext 3160 for further information

### **2. Trinidad and Tobago Passport (Last issued)**

**NOTE:** If the most recent passport is not available, damaged or lost, please follow and complete the Lost/Stolen/Mutilated Passport Checklist and application form. If you are a citizen of any other Country, you are required to present the respective passports and two (2) colour photocopies of the Bio-data page.

### **3. Marriage Certificate for EACH Marriage**

**NOTE:** **NOT** Church Copy (applicable **ONLY** to women)

### **4. Divorce Decree Absolute/ Final Judgment for EACH Divorce**

**NOTE:** (applicable **ONLY** to women) Not the Decree Nisi

5. **Death Certificate of Husband(s)** (applicable ONLY to women)

**NOTE:** TO ALL FEMALE APPLICANTS

- “Single” indicates that you were NEVER married
- You **MUST** declare your marriage(s) and provide your marriage certificate(s) even if you have not/never taken/used a married surname

6. **Name Change Certificate or Deed Poll** (*if applicable*)

**NOTE:** ANY AFFIDAVIT THAT MAY ACCOMPANY BIRTH/ MARRIAGE/ DIVORCE DECREE, ETC. (*IF APPLICABLE*) MUST BE SUBMITTED

7. **Evidence of Citizenship for all countries of which you are a Citizen:**

- eg. United States Naturalization Certificate or Alien Registration Card or Green Card (**persons who do not hold a Green Card are not exempted from Passport renewal**)
- eg. Canadian citizens must provide Naturalization Certificate which provides the date you obtained citizenship

**NOTE:** ANYONE WHO BECAME A CITIZEN OF ANOTHER COUNTRY PRIOR TO JULY 29, 1988 MUST **FIRST** APPLY FOR RESTORATION OF TRINIDAD AND TOBAGO CITIZENSHIP

8. **Restoration of Trinidad and Tobago Citizenship Certificate** (*if applicable*)

**NOTE:** ALL FOREIGN LANGUAGE DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BY A LEGAL FOREIGN LANGUAGE TRANSLATION SERVICE

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**TRINIDAD AND TOBAGO CITIZENS WHO ACQUIRED SUCH CITIZENSHIP THROUGH OTHER PROVISIONS MUST SUBMIT THE FOLLOWING IN ADDITION TO THE ABOVE APPLICABLE DOCUMENTS**

**DESCENT** - All items listed above for the applicant, the applicant's parent, and the applicant's grandparents, who hold citizenship of Trinidad and Tobago. eg. Birth Certificate, Passports, Marriage Certificate, Divorce Decree Death Certificate, Name Change Certificate or Deed Poll, Naturalization Certificate etc. for **BOTH** the applicant and the applicant's parent.

**REGISTRATION** - Certificate of Registration and Birth Certificate

- For women ONLY (*if applicable*) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (*if applicable*).

**NATURALIZATION** - Certificate of Naturalization and Birth Certificate

- For women ONLY (*if applicable*) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (*if applicable*).

**ADOPTION** - Certificate of Adoption and any other document(s) as may required

**NOTE:** Trinidad and Tobago Adoption Certificate must be the Computerized version with the PIN Number.

- For women ONLY (*if applicable*) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (*if applicable*).

**NB:** All foreign (non-Trinidad and Tobago) documents being submitted with a First Issue MRP application, must be Apostilled.

**PROCESS:**

- Completed forms, old passport and colour copies of documents are to be mailed or dropped off at the Consulate General, for review.
- After review, if all forms and necessary documentation are in order, the applicant will be contacted and an appointment made.
- On the day of your appointment, you are required to bring all **ORIGINAL** documents and money order(s). **NO PHOTOS** are necessary. Photos will be taken at the office.
- The passport application will then be processed. Upon completion, the newly issued MRP will be mailed to the applicant.

**PASSPORT 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 Fees apply**

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – **(US\$121.00-US\$345)**. 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, Diplomatic and Postage Fees 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**

**NOTE:**

**DRESS CODE IN EFFECT FOR ENTRY INTO TO  
OFFICE OF THE CONSULATE GENERAL, MIAMI**

**BUSINESS HOURS:**

**MONDAY – FRIDAY 9:00am – 5:00pm**

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