

# APPLICANT CHECKLIST FOR FIRST ISSUE OF A MACHINE READABLE PASSPORT (MRP)

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 the 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 are scheduled after review of the applicant's documents.

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

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

NOTE: PASSPORT PHOTOS ARE NOT REQUIRED FOR 1<sup>ST</sup> ISSUE OF MRP.

## **PREREQUISITE:**

ALL ORIGINAL DOCUMENTS AND ONE (1) COLOR COPY OF EACH (excluding Application Form) MUST BE PRESENTED AT THE TIME OF YOUR APPOINTMENT – NO EXCEPTIONS.

NB: ALL DOCUMENTS THAT DID NOT ORIGINATE IN TRINIDAD AND TOBAGO, BEING SUBMITTED WITH A PASSPORT APPLICATION MUST BE APOSTILLED. THIS INCLUDES NATURALIZATION CERTIFICATES.

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 color.**  
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 one (1) color copy 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 or Residence for all countries that apply to you:**

- 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*).

### **PROCESS:**

- Completed forms, old Trinidad and Tobago passport (if applicable) and color 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\$345.00)**. 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, 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 TO THE APPLICANT 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**

**THIS PAGE IS LEFT BLANK ON PURPOSE**



# APPLICATION FORM FOR TRINIDAD AND TOBAGO PASSPORT (APPLICANTS 16 YEARS AND OVER)

PLEASE PRINT INFORMATION IN BLOCK LETTERS  
USING DARK BLUE OR BLACK INK PEN

**WARNING TO ALL APPLICANTS AND RECOMMENDERS**  
*Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to fine and imprisonment.*

FOR OFFICIAL USE ONLY

|                         |                              |                 |                     |
|-------------------------|------------------------------|-----------------|---------------------|
| PASSPORT TYPE _____     | ORIGIN _____                 | RECEIPT # _____ | PASSPORT # _____    |
| EXPEDITED _____         | PICK UP _____                | DATE _____      | DATE OF ISSUE _____ |
| PRE-PAID SHIPPING _____ | REASON FOR APPLICATION _____ | VALID TO _____  |                     |

**1.**

**SURNAME** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_

**MIDDLE NAME(S)** \_\_\_\_\_

**MAIDEN NAME** \_\_\_\_\_

**FORMER NAME**

SURNAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

**MOTHER'S MAIDEN NAME**

SURNAME \_\_\_\_\_

**FATHER'S FULL NAME**

SURNAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

**2. PERSONAL INFORMATION**

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SEX MALE [ ] FEMALE [ ] PHOTOGRAPH \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

TOWN / CITY

\_\_\_\_\_

COUNTRY

HEIGHT (CM) \_\_\_\_\_ COLOUR OF EYES \_\_\_\_\_

HAIR COLOUR \_\_\_\_\_

MARITAL STATUS: SINGLE [ ] MARRIED [ ] WIDOWED [ ] DIVORCED [ ]

SEPARATED [ ] OTHER [ ]

**OCCUPATION / PROFESSION** \_\_\_\_\_

**HOME ADDRESS**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town / City Zip Code Country

**MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town / City Zip Code Country

**WORK ADDRESS, OR IF RESIDENT ABROAD, LOCAL ADDRESS**

\_\_\_\_\_

Street Name Town/ City

\_\_\_\_\_

Town / City Zip Code Country

**NAME OF FIRM / ORGANIZATION**

\_\_\_\_\_

**HOME TEL. NO.** \_\_\_\_\_

**MOBILE NO.** \_\_\_\_\_

**OFFICE TEL. NO.** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

*Specimen Signature of Applicant*



(\*N.B. \* This form will become void if the Specimen Signature touches the Border)

DO NOT BEND OR FOLD

**MARRIED WOMEN**

PRESENT MARRIAGE DATE OF MARRIAGE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PLACE OF MARRIAGE \_\_\_\_\_  
Day Month Year

HUSBAND 'S NAME \_\_\_\_\_  
SURNAME \_\_\_\_\_  
FIRST NAME \_\_\_\_\_  
NATIONALITY \_\_\_\_\_

**PREVIOUS MARRIAGE(S)**

| Date of Marriage (Date/Month/Year) | Husband's Name in Full | Place of Marriage | Husband's Nationality |
|------------------------------------|------------------------|-------------------|-----------------------|
|                                    |                        |                   |                       |
|                                    |                        |                   |                       |
|                                    |                        |                   |                       |

**3. PERMISSION FROM PARENT / LEGAL GUARDIAN FOR APPLICANTS UNDER 18 YEARS OF AGE**

I, FIRST NAME \_\_\_\_\_  
SURNAME \_\_\_\_\_

Solemnly declare that I am the \_\_\_\_\_ of the Applicant, and hereby give permission to  
(RELATIONSHIP)

FIRST NAME \_\_\_\_\_  
SURNAME \_\_\_\_\_

To apply for a Trinidad and Tobago Passport.

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

I.D./ Passport # of Parent /Legal Guardian \_\_\_\_\_

Date of Issue \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year



Signature of Parent/ legal Guardian

**4. DECLARATION OF RECOMMENDER \* (To be completed by the Recommender Only) \***

I, FIRST NAME \_\_\_\_\_  
SURNAME \_\_\_\_\_

Solemnly declare that I am a citizen of Trinidad and Tobago and to the best of my knowledge and belief, all statements made in this application form are true. I make this declaration from my knowledge of the applicant whose name is:

OFFICIAL STAMP OF FIRM / ORGANIZATION

**NAME OF APPLICANT**

FIRST NAME \_\_\_\_\_  
SURNAME \_\_\_\_\_

Whom I have known personally for \_\_\_\_\_ years and whose photograph I have certified on the reversed side (applicable to renewals only).

MY OCCUPATION \_\_\_\_\_

**NAME OF FIRM / ORGANIZATION AND ADDRESS**

\_\_\_\_\_  
Name of Firm / Organization  
\_\_\_\_\_  
Street Name Town/ City  
\_\_\_\_\_  
Town/ City Zip Code Country  
OFFICE TEL. NO. \_\_\_\_\_ HOME TEL. NO. \_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I.D./ D.P. / PASSPORT # \_\_\_\_\_ Date of Issue \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Date of Expiry \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Signature of Recommender →



**FOR OFFICIAL USE ONLY**

PREQUALIFICATION OFFICER \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

**BIRTH CERTIFICATE INFORMATION**  
COMPUTER GENERATED CERTIFICATE [ ]

PIN NO. \_\_\_\_\_ CERTIFICATE NO. \_\_\_\_\_

REGISTRATION DISTRICT \_\_\_\_\_ REGISTRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

ENTRY NO. \_\_\_\_\_

**MANUAL CERTIFICATE [ ]**

CERTIFICATE NO. \_\_\_\_\_

REGISTRATION DISTRICT \_\_\_\_\_ REGISTRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

ENTRY NO. \_\_\_\_\_ VOL. NO. \_\_\_\_\_

PAGE NO. \_\_\_\_\_

CHAPTER \_\_\_\_\_

SECTION \_\_\_\_\_

**CITIZENSHIP BY DESCENT CERTIFICATE INFORMATION**

CERTIFICATE NO. \_\_\_\_\_

Day Month Year

CHAPTER \_\_\_\_\_

SECTION \_\_\_\_\_

**ADOPTION CERTIFICATE INFORMATION**

CERTIFICATE NO. \_\_\_\_\_

ENTRY NO. \_\_\_\_\_ BOOK NO. \_\_\_\_\_ PAGE NO. \_\_\_\_\_

**MARRIAGE CERTIFICATE INFORMATION**

CERTIFICATE NO. \_\_\_\_\_ ISSUE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

ENTRY NO. \_\_\_\_\_ VOL. NO. / BOOK NO. \_\_\_\_\_ FOLIO NO. / PAGE NO. \_\_\_\_\_

**REGISTRATION / NATURALISATION CERTIFICATE INFORMATION**

CERTIFICATE NO. \_\_\_\_\_ ISSUE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

CHAPTER \_\_\_\_\_ SECTION \_\_\_\_\_

SWORN DECLARATION \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_ REF. \_\_\_\_\_  
(NAME OF DECLARANT) Day Month Year

SWORN DECLARATION \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_ REF. \_\_\_\_\_  
(NAME OF DECLARANT) Day Month Year

SWORN DECLARATION \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_ REF. \_\_\_\_\_  
(NAME OF DECLARANT) Day Month Year

DEED POLL NO. \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

DECREE ABSOLUTE \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

OTHER INFORMATION (Where Necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICER'S STAMP**

RECEPTION OFFICER \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

**5. CITIZEN OF TRINIDAD AND TOBAGO BY:**

(A) BIRTH [ ]

PIN NO. \_\_\_\_\_

CERTIFICATE NO. \_\_\_\_\_

REGISTRATION DATE \_\_\_\_\_  
Day / Month / Year

REGISTRATION DISTRICT \_\_\_\_\_

(B) DESCENT [ ]

CERTIFICATE NO. \_\_\_\_\_

ISSUE DATE \_\_\_\_\_  
Day / Month / Year

(C) ADOPTION [ ]

CERTIFICATE NO. \_\_\_\_\_

ISSUE DATE \_\_\_\_\_  
Day / Month / Year

(D) REGISTRATION [ ] / NATURALISATION [ ]

CERTIFICATE NO. \_\_\_\_\_

ISSUE DATE \_\_\_\_\_  
Day / Month / Year

ARE YOU NOW OR HAVE YOU EVER BEEN A CITIZEN OF ANY COUNTRY OTHER THAN TRINIDAD AND TOBAGO? YES [ ] NO [ ]  
If yes, please provide details below

| COUNTRY | CITIZENSHIP BY | CERTIFICATE NO. | ISSUE DATE (Date/Month/Year) |
|---------|----------------|-----------------|------------------------------|
| 1.      |                |                 |                              |
| 2.      |                |                 |                              |
| 3.      |                |                 |                              |

**6. TRINIDAD AND TOBAGO PASSPORT(S) PREVIOUSLY**

Have you applied for or been issued any Trinidad and Tobago Passport(s) or other Trinidad and Tobago travel Documents? YES [ ] NO [ ]

If YES, list in the Table provided and submit most recently issued document

| PASSPORT NO. | DATE OF ISSUE (Date/Month/Year) | PLACE OF ISSUE |
|--------------|---------------------------------|----------------|
|              |                                 |                |
|              |                                 |                |
|              |                                 |                |

**7. ADDITIONAL REFERENCES**

Please provide the following information with respect to **two** persons who are not relatives and have known you for at least three years. These persons may be contacted to confirm your identity.

(i)  
**FIRST NAME** \_\_\_\_\_  
**SURNAME** \_\_\_\_\_  
**HOME ADDRESS or BUSINESS ADDRESS (IN FULL)**  
 \_\_\_\_\_  
 \_\_\_\_\_ **TEL. CONTACT** \_\_\_\_\_

(ii)  
**FIRST NAME** \_\_\_\_\_  
**SURNAME** \_\_\_\_\_  
**HOME ADDRESS or BUSINESS ADDRESS (IN FULL)**  
 \_\_\_\_\_  
 \_\_\_\_\_ **TEL. CONTACT** \_\_\_\_\_

**8. DECLARATION OF APPLICANT**

I \_\_\_\_\_ solemnly declare that :

- (i) I am a Trinidad and Tobago citizen.
- (ii) The statements made in this application are true.
- (iii) The photographs enclosed are a true likeness of me.
- (iv) I do not have a Trinidad and Tobago Passport other than the one(s) listed at section 6.
- (v) I know the recommender for at least three years; and
- (vi) I shall report to the Passport Office or the nearest Trinidad and Tobago Government Office any change in citizenship.

DATED \_\_\_\_\_  
Day / Month / Year

I.D. / PASSPORT # \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_  
Day / Month / Year

Signature →

