

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: passportsmiami@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 1ST 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

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

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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 _____

Day Month Year

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

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 →



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. _____

ISSUE DATE _____ / _____ / _____
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 _____
(NAME OF DECLARANT)

DATED _____ / _____ / _____ REF. _____
Day Month Year

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED _____ / _____ / _____ REF. _____
Day Month Year

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED _____ / _____ / _____ REF. _____
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