

APPLICANT CHECKLIST FOR RENEWAL OF A MACHINE READABLE PASSPORT (MRP)

Trinidad and Tobago Nationals are eligible for passport renewal via mail/drop off ONLY if the applicant: -

1. Is **16 years of age and over** and already holds a valid or expired Machine Readable Passport (MRP)
-Passport number begins with TA; TB; BA or TC

NB: Applicants **under the age of 16** who have a MRP **MUST** schedule an appointment and appear in person. **(WALK-INS ARE NOT ACCEPTED)**. **Appointments are scheduled after review of the applicant's documents.**

Email: passportmiami@foreign.gov.tt. For passport inquiries and information.

If No. 1. applies, please mail us: -

- **Completed Renewal Application Form**

- The form must be printed on Legal size paper (8 1/2" x 14") on one or both sides of the paper. Complete the form online or using black or blue ink only (no gel pens).
- Do not bend/ fold or use Correction Tape/ Liquid Paper to make corrections on form.
- All Applicants must sign Section 4 and Section 9.
- Your signature must be consistent and must not exceed or touch the borders of the Signature Box.
- For applicants between the ages of 16-18 -submit copy of parent's ID/ Passport

- **Two (2) color photocopies of the Bio-data page of your passport** (the page with your photograph, including the adjoining page).
- **Your expired physical passport IS required at this time.** If the most recently issued passport is not available or damaged, please follow and complete the **Lost/ Stolen/ Mutilate Passport Checklist** and application form on the website.
- If your passport is not expired, please send a color copy. However, before the new passport is issued, the old one must be submitted for cancellation.
- **Two (2) identical high quality passport photos -photos must be NO older than 6 months (photo size must be at least 2" x 2". The size of the face from crown of head to chin must be between 1" - 1 3/8").**

Specifications: -

- Look straight ahead (full face).
- No smiling (teeth), hat, glasses, color contact lens, obstructive earrings, no multiple earrings, no facial piercings.
- Must show your complete hairline, hair must be tucked behind ears, no head garments or hair accessories, hairline and ears must be visible. Headdress shall be accepted **ONLY** in keeping with religious customs or for medical reasons.
- Must stand against white background with no shadows.
- Must wear complete Shirt/Blouse/T-shirt (no sleeveless and not white in color).

- **NOTE:** If your status has changed since your first issue or there are any NEW documents not submitted with the previous MRP application, you must provide such documents in original form as well as **TWO (2) COLOR COPIES OF EACH DOCUMENT**

- **Changes may include but not limited to: -**

Change of Name

- Original Name Change Certificate (United States -obtained from the Court) **OR**
- Original Deed Poll (Trinidad and Tobago).

Change of Marital Status (applicable ONLY to women)

- Original Marriage Certificate for each marriage.

- Original Divorce Decree/ Final Judgment for each divorce.
- Death Certificate (regardless of if there is a name change).

Change of Legal Status

- Original Naturalization Certificate **OR** Certified Copy.
- 1 color copy of the Bio-data page of passport (eg. US Passport) (physical passport is not required).
- 1 color copy of Resident Card (original not required).

PROCESS:

- Completed forms, old passport and color copies of documents are to be mailed or dropped off at the Consulate General, for review.
- If all forms and necessary documentation are in order, the passport application is forwarded for processing. Upon completion, the newly issued MRP will be mailed to the applicant.

NB: Please follow instructions carefully. If any queries or issues arise after the submission of your application, the processing time will be increased.

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**
- **FEES ARE NON REFUNDABLE**

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

BUSINESS HOURS: MONDAY – FRIDAY 9:00am – 5:00pm

