



## APPLICANT INFORMATION FOR MACHINE READABLE PASSPORTS

### GENERAL INFORMATION

- **The maximum period of validity of ALL passports is five (5) years from the date of issue**
- Applicants must submit a **completed application form**, without white off and in a clean, unfolded/unbent/unruffled condition.
- Each applicant requires a separate application form. Adult forms apply to persons 16 years and over, whilst Children Forms are to be used for applicants under 16 years of age.
- Application forms can be picked up in person at the office of the High Commission, Ottawa or the Consulate General Office in Toronto **OR** requested via mail by paying a mailing fee of CDN \$5.00 payable by money order to the '*T&T High Commission*' or the '*Consulate General for Trinidad and Tobago*' **OR** can be picked up in person at either the High Commission, Ottawa or the Consulate General, Toronto.
- The **ORIGINAL and TWO (2) colored photocopies** of all relevant and supporting documents must be presented to the Immigration officer on the day of the interview.
- Applicants **must make an appointment** to appear in person for the first issue of their machine readable passports, renewals can be facilitated by mailing in an application. Child applicants are required to be present in person for both the first issue and any renewal applications.
- Applicants must be identifiable by presenting **valid Government issued photo ID**.
- Applicants must show **proof of their Trinidad and Tobago citizenship** either by:
  - **BIRTH**
    - You must produce your electronic birth certificate, your manual/ handwritten birth certificate (if available) and any accompanying affidavit. Affidavits that were done for the manual/ handwritten birth certificates are not valid for the electronic birth certificate. If needed, a new affidavit will have to be done.
    - Any errors with respect to your gender, date of birth and date of registration on your electronic birth certificate must be corrected prior to your application for a Passport. Corrections to your electronic birth certificate are done by the Registrar General's office.
  - **DESCENT**
  - **REGISTRATION / NATURALIZATION**
  - **ADOPTION**
- If you do not wish to use the names that have been established or the names on your birth certificate, then you must produce a legal name change document, Court Order or Deed Poll, or official marriage certificate for women wishing to change their maiden name. Women who wish to revert to their maiden name or former name, must produce a legal change of name document or an affidavit.
- Citizens by **birth and descent ONLY** who acquired citizenship of a foreign country **AFTER July 29<sup>th</sup> 1988** automatically possess dual citizenship.
- Citizens, who acquired their citizenship **PRIOR to July 29<sup>th</sup> 1988** and were **adults** at the time, will have to apply for a **RESTORATION of CITIZENSHIP certificate**. This document is necessary for the application of a machine readable passport.

- **No photographs** are required for the application of the first issue of your machine readable passport. A picture will be taken on the day of your appointment. Please ensure the following:
  - No facial jewellery (e.g. nose studs, colored contact lenses, facial studs etc.)
  - Your hairstyle must NOT cover any portion of your face and ears
  - Please avoid white or light grey upper garments as this sometimes affect the photograph.
- Payment for the passport is **ONLY in the form of a MONEY ORDER**. The Consulate General, Toronto is unable to accept cash, personal cheques, credit cards, debit cards, credit union cheques etc. Please ensure the following:
  - Individual money orders are done for EACH applicant
  - Money orders are made payable to “Trinidad & Tobago Consulate”
  - Fees are as follows:
 

<b>ADULT / CHILD</b>	<b>32 PAGES</b>	<b>CDN \$ 72.00</b>
<b>ADULT / CHILD</b>	<b>48 PAGES</b>	<b>CDN \$ 88.00</b>
<b>MINOR (&lt; 2 yrs.)</b>	<b>32 PAGES</b>	<b>CDN \$ 32.00</b>

*You may wish to consult the Consulate General, Toronto to confirm the fees prior to making the Money Order.*
- **Divorced parents** that are applying for a Child under 16 years of age must submit the following:
  - The **Divorce Decree Nisi** from the court
  - The **Divorce Decree Absolute** from the court
  - Any custody order decreed by the court; in a case of Joint Custody, then a **Statutory Declaration** MUST be done by the other parent giving permission to the parent who will be attending the interview to apply for the child’s passport.
- Applicants will be allowed to retain their previous passport, however before the new passport is issued, the **previous passport must be returned** to the Consulate General, Toronto. Both passports will then be mailed out to the respective applicant.
- Applicants must ensure that the section RECOMMENDER (Section 4 on Adult Forms; Section 5 on Minor Forms) is filled out. As a national residing in Canada, **the recommender can be a citizen of Trinidad and Tobago OR a citizen of Canada**. Please ensure that the recommender adheres to the following conditions:
  - Must not be a relative of the applicant;
  - Known the applicant for at least three (3) years
  - Must be one of the following:
    - Attorney at Law
    - Medical Doctor
    - Notary Public / Commissioner of Oaths
    - School Principal, Vice Principal, Lecturer, Teacher, Professionals (University Graduates)
    - Member of Parliament, Municipal Councillor
    - Director / Manager of Banks and Companies
    - Minister of Religion
    - Military Officer; Police Officer; Corrections Officer; Fire Officer
  - Endorse the official stamp or the firm or organisation in the space provided on the application form, **if available**.