



High Commission for the Republic of Trinidad and Tobago

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METHODS FOR COLLECTION OF PASSPORTS

MAIL SERVICES FOR INDIVIDUALS APPLYING FOR A FIRST MACHINE READABLE PASSPORT IN PERSON

On the date of the interview applicants (**residing in the United Kingdom only**) are required to tender their current passport along with a prepaid Royal Mail Special Delivery, Recorded, Signed for and Tracked **grey Plastic** envelope, with postage stamp paid of **100 grams per two (2) passports or 500g for three (3) or more Passports**. The applicant's name and return address must be clearly written on the envelope.

Please note that producing your current passport is **mandatory** as this is needed for cancellation before the new Passport is issued. (**Please note endorsements within the passport are not cancelled**).

MAIL SERVICES FOR INDIVIDUALS APPLYING FOR RENEWAL OF MACHINE READABLE PASSPORTS BY POST

When submitting applications via post, applicants (**in the United Kingdom only**) must tender their current passport along with a prepaid Special Delivery, Recorded, Signed for and Tracked **grey Plastic** envelope, with postage stamp paid of **100 grams per two (2) passports or 500g for three (3) or more Passports**. Stamp may also be in monetary value to total **100g or 500g**. The applicant's name and return address must be clearly written on the envelope. **Examples below**.

Please note that producing your current passport is **mandatory** as this is needed for cancellation before the new passport is issued. (**Please note endorsements within the passport are not cancelled**).



COURIER COLLECTION

Current passport **must be sent** for cancellation.

- You must utilize the services of a courier company e.g. (DHL, UPS, TNT etc..) for the return of both passports and pay all expenses in advance for this service before the new passport is collected.
- You may send a completed return airway bill along with the passport making sure to include the account number given by the courier and confirmation of payment.
- If you utilize the online services of a courier company please email the electronic airway bill/labels and invoice to hclondonimmigration@foreign.gov.tt in order for this to be printed and prepared for when the company's agent comes to collect.

Please be advised that both passports will be sent back to you via this means.

MAIL SERVICES ON BEHALF OF A SPOUSE/RELATIVE/FRIEND

The Individual to whom the Passports will be returned to is required to post in the applicant's current passport, application slip with barcode, a copy of their own Identification and an authorization letter along with a prepaid Royal Mail Special Delivery, Recorded, Signed for and Tracked **grey Plastic** envelope, with postage paid up to 100 grams per two (2) passports.

The name and return address of the receiver on behalf of the applicant must be clearly written on the envelope.

Please note that producing the current passport is **mandatory** as this is needed for cancellation before the new passport is issued. (**Please note endorsements within the passport are not cancelled**).

(N.B. the application slip with barcode only applies to persons who attended an interview at the High Commission).

- The authorization letter **must** include the applicant's name, the name of the individual collecting, their form of identification and the number of that Identification. **A clearly coloured photocopy of the said identification must be posted with the authorization letter and old passport.**

Only original authorization letters will be accepted.

MAIL SERVICES ON BEHALF OF MINORS

Parents who applied on behalf of minors for first time passports or renewals, are required to post in a photocopy of the bio data page of their passport, the Application slip with barcode and Current Passport of the child (if the child is in possession of one), as this would be needed for cancellation before the new passport is issued.

Parents who opt to have their minor's passport posted to the parent who was not the applicant or to a friend/relative, must furnish the individual with an original authorization letter and a copy of the bio data page of their passport

- The authorization letter **must** include the applicant's name, the name of the individual collecting, their form of identification and the number of that Identification. **A clearly coloured photocopy of the said identification must be posted with the authorization letter and old passport.**

Only original authorization letters will be accepted.

LOST/STOLEN/MUTILATED PASSPORT COLLECTION

Persons who applied for replacement of a lost passport may use another form of identification if in possession of such.

LOSS OF PASSPORT UPON COLLECTION OF NEW PASSPORT

Current passports must be tendered for cancellation before newly issued passports are dispatched. Applicants unable to tender this document must submit an application for a Lost/Stolen/Mutilated Passport. Kindly note, the application is submitted to the Immigration Division in Port of Spain for verification and approval.

Fees will be determined in Port of Spain upon processing of the application. Applicants will be informed of the fee before collecting the newly issued passport.