

## PROCEDURES FOR THE COLLECTION OF PASSPORTS

### FACE-TO-FACE COLLECTION

Applicants who wish to collect passports in person are required to produce their Current Passport and the Application slip (Green Slip) with barcode, which is issued to applicants during the face-to-face interview at the Mission.

Please note that producing your Current Passport is mandatory, as Current Passport **must** be cancelled before the new Passport is issued. (Kindly note that Mission does not cancel any endorsements in the Passport. Instead, the cancelled Passport would be returned together with the New Passport).

### MAIL SERVICES

Applicants (within the United Kingdom only) who wish to utilize the services of Royal Mail may do so by posting the Current Passport (s) along with a prepaid Special Delivery, Recorded, Signed for and Tracked envelope, with postage paid up to 100 grams per two (2) passports. The name and return address **must be clearly written** on the envelope.

### COURIER COLLECTION

Applicants must utilize the services of a courier company e.g.( DHL, UPS, TNT) for the return of both passports (the Current [expired] and New) and pay all expenses in advance for this service before the New Passport is issued.

Applicants 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 to the Courier.

Should the online services of a courier company be utilised, please email, to [hclondonimmigration@foreign.gov.tt](mailto:hclondonimmigration@foreign.gov.tt), the electronic airway bill/labels and invoice in order for this to be printed and prepared for collection by the courier's agents. Please be advised that both passports will be returned via this channel.

### COLLECTION BY A THIRD PARTY

The Third Party collecting on behalf of the applicant **must** produce the applicant's Current Passport, Application Slip with barcode (Green Slip), a form of identification and an original copy of an authorisation letter. The authorisation letter **must** include the applicant's name and Passport number. The letter **must** also include the name of the Third Party, the form of identification to be used and the number of that identification. **The Third Party must produce this identification when collecting.**

### COLLECTION ON BEHALF OF MINORS

Parents who applied on behalf of minors for first time passports or renewals, are required to produce Identification, the Application Slip (Green Slip) with barcode and the Current Passport of the child (if the child is in possession of one), as this would must be cancelled

before the new Passport is issued. (Kindly note that Mission does not cancel any endorsements in the Passport. Instead, the cancelled Passport would be returned together with the New Passport).

### **LOST PASSPORT COLLECTIONS**

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