

APPLYING FOR THE MACHINE READABLE PASSPORT¹ (FIRST-TIME APPLICATION OR RENEWALS FOR MINORS)

ALL FIRST-TIME APPLICANTS for the Machine Readable Passport MUST appear in person at the designated Immigration Office.

APPOINTMENTS SHOULD BE MADE FOLLOWING COMPLETION OF THE APPLICATION FORM AND COLLATION OF ALL SUPPORTING DOCUMENTS, BY CONTACTING THE HIGH COMMISSION AT +44 (0)20 7245 9351.

I. COMPLETE AN APPLICATION FORM

Passport application forms can be obtained from the Trinidad and Tobago High Commission in London, any Immigration Office or downloaded from the Trinidad and Tobago Immigration Division's websites: <http://www.immigration.gov.tt/Services/Passport.aspx> or <https://tppassport.com/>

NOTE: The Machine Readable Passport is valid for a period of **TEN** years for persons sixteen (16) years and over, and is valid for **FIVE** years for persons under sixteen (16) years of age.

II. SUPPORTING DOCUMENTS

PROOF OF YOUR TRINIDAD & TOBAGO CITIZENSHIP

a. Citizens born in Trinidad and Tobago

Applicants born in Trinidad and Tobago, you must provide the following ORIGINAL documents as evidence of citizenship:

- Electronic Birth Certificate – Computer generated with Personal Identification Number (PIN);
- Trinidad and Tobago Identification Card;
- Affidavit(s), Statutory Declaration(s), Deed Poll(s) or Change of Name Deed(s) (where applicable);
- If you acquired citizenship of another country, the citizenship certificate of that country **must** be produced. The date of acquisition and how acquired must be clearly stated;
- Restoration of Trinidad and Tobago Citizenship Certificate (if necessary); and
- Female Applicants who are married **must** submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes, or spouse's death certificate **must** be produced.

¹ Please note that any official documentation not recorded in English must be accompanied by an official translation.

b. Citizens born outside of Trinidad and Tobago

Applicants born outside of Trinidad and Tobago and who carry Trinidad and Tobago citizenship must submit original documents as outlined in section 2(a) as well as the following:

- **Descent**: Birth Certificate or Birth Record with parents' names. Proof of parent(s) Trinidad and Tobago citizenship (i.e. their Birth Certificates, Marriage Certificates and Passports) or Trinidad and Tobago citizenship certificates.
- **Registration**: Certificate of Registration, Birth Certificate,
- **Naturalization**: Certificate of Naturalization, Birth Certificate,
- **Adoption**: Certificate of Adoption with Personal Identification Number (PIN) number. Birth Certificate where possible also.

PROOF OF CHANGE OF NAME

- Affidavit(s) or Statutory Declaration(s) (where applicable);
- Marriage certificate(s) and/or divorce documents (where applicable);
- Duly registered Deed poll(s), Change of Name Deed or legal documents attesting to any change of name;
- Adoption Certificate; and
- Certified Birth Certificate issued by the Trinidad and Tobago Registrar General's Office.

PROVIDE PROOF OF IDENTITY (where applicable)

- Current, valid Trinidad and Tobago Identification Card,
- Trinidad & Tobago Passport,
- Valid Trinidad and Tobago Driver's License.

Please note that mutilated, altered, or damaged passports and ID's are not acceptable as proof of identity.

MINORS UNDER 16 YEARS OF AGE

The Applicant for the issue of a passport to a child **must** be the parent/legal guardian.

- There are no age restrictions for obtaining a passport.
- Children are required to sign the specimen signature.

The Applicant must -

- Complete and sign the application form;
- Submit evidence of the child's Trinidad and Tobago citizenship;
- Produce their Trinidad and Tobago Identification Card or Passport;
- Submit the most recently issued passport in which the child's name appears, even if expired;
- Ensure that the name entered on the application form is the name the Applicant wishes to appear in the passport;
- Provide evidence of any change in the child's name by submitting a Deed Poll or Change of Name Deed (**not a statutory declaration**); and
- If the information on the application form differs from the information on the documentary evidence produced, the Applicant may be required to submit a **Sworn Declaration** to clarify any differences.

CUSTODY OF CHILD

PROVIDE PROOF OF CUSTODY OF MINORS IN CASES OF SEPARATION OR DIVORCES.

The parent or guardian to whom custody of the minor child/children has been awarded, must produce evidence of the Court Order and any other relevant documentary evidence as may be required to support his/her claim. If parents have joint custody, the other parent must submit a declaration giving consent for the application of the child's passport.

Please Note that should the information on the application differ from that on the documentary evidence produced, the Applicant may be required to submit a sworn declaration to clarify the difference. The written authority of parent/legal guardian is required for Applicants who are over the age of 16 years but under the age of 18 years. Please note further that coloured photocopies of all documents must accompany originals.

III. ADDITIONAL REQUIREMENTS

The Applicant **MUST**

- Complete and sign the application form;
- Submit the most recently issued Passport in which your name appears, even if expired (if renewing). Please ensure that the name entered on the application form is the name the Applicant wishes to appear in the passport; and
- Provide evidence of any change of name, other than by marriage, by submitting a **Deed Poll**.

IV. PHOTOGRAPH SPECIFICATIONS - FIRST TIME APPLICANTS

- Applicants for the first issue of Machine-Readable Passport and all children under the age of sixteen (16) years are **not** required to submit photographs. In all cases, there will be live image capture at the respective Immigration Office – in London, this is at the Trinidad and Tobago High Commission;
- Photographs must be captured showing full hairline and both ears;
- **ALL facial jewellery, ornaments, and unnatural features e.g. fake moles must be removed for photo capture;**
- All facial tattoos **must** be concealed for photographs;
- Do not wear a hat or headgear that obscures hair or hairline unless it is worn for religious reasons; and
- Photograph will capture a NEUTRAL expression of the Applicant.

Applicants wearing contact lens must remove same for the photograph.

V. PHOTOGRAPH SPECIFICATIONS - FOR RENEWAL OF SUBSEQUENT MACHINE READABLE PASPORT [MRPs] (BY POST ONLY)

For the issuance of subsequent MRPs, Applicants **must** submit two (2) identical photographs, which **must** meet the photograph specifications attached. (See **Guidelines to all photographers and photo studios** below)

- Do not pin, staple nor glue photographs to the application form;
- Submit two (2) unmounted coloured photographs on a **plain white background** showing a full front view of Applicant's face with eyes open and without dark glasses, unless there is a physical disability. Headdress may be accepted only in keeping with religious customs and/or for medical reasons. In ALL cases, full facial features from bottom of chin to top of forehead must be clearly visible;
- All facial jewellery (nose, eye rings etc.) **must** be removed; and
- Photographs **must** have been taken within the last six (6) months.

Please note the above specifications are in keeping with the International Civil Aviation Organization (ICAO) guidelines. Any photographs that do not meet these specifications are rejected.

VI. GUIDELINES TO ALL PHOTOGRAPHERS AND PHOTO STUDIOS ILLUSTRATIVE GUIDELINES FOR PORTRAITS IN A MACHINE READABLE PASSPORT

PORTRAIT QUALITY

- The portrait shall be not more than 6 months old;
- The face should take up 70-80 percent of the vertical dimension;
- Portraits should be in sharp focus, of high quality with no crease or ink mark;
- Portraits should show Applicant looking directly at camera;
- Portraits should be in colour, it showing skin tone naturally;
- Portraits should be on high quality paper with high resolution;
- Portrait taken with digital camera should be at high quality and resolution and be printed on photo quality paper;
- Portrait size **must** be at least 41mm x 31mm; and
- Portraits should show a close-up of the Applicants head and top of the shoulders.

PORTRAIT STYLE AND LIGHTING

- Portraits should show Applicants with open eyes and clearly visible;
- There should be no hair on forehead or obscuring of the eyes;
- Applicant should be shown facing square to the camera **not** looking over one shoulder (portrait style);
- Applicants head should be upright so that an imaginary horizontal line drawn between the centre of the eyes is parallel to the edge of the picture;
- Both edges of the face should be clearly visible;
- **The background must be white;**
- The lighting should be even, with no shadows or reflection on face; and
- There should be no red eye.

GLASSES AND HEAD COVERS

- Glasses are not acceptable in the portrait;
- Head Covers shall not be accepted except in circumstance, which the competent State authority specifically approves. Such circumstances may be religious, medical or cultural; and
- Expressions and Frames
 - The portrait shall show the Applicant alone with no other people, chair backs or toys visible.
 - The Applicant shall be looking at the camera with a neutral expression, no smiling and their mouth closed.

FACIAL MARKINGS AND PIERCINGS

There shall be **no markings, tattoos or piercings** on any part of the Applicants face as to obscure an even appearance on the portrait.

DECLARATION OF THE RECOMMENDER

The requirement for this section (on page 2 of the application form) can be waived by the Immigration Officer if the application is being submitted at any of Trinidad and Tobago Overseas Missions. However, the Applicant **must** complete section (7) for the provision of two (2) references.

PAYMENT OF THE APPLICATION FEE

- *For Applicants in the United Kingdom, only **cash or postal orders are accepted**. Postal orders are to be made payable to the Trinidad and Tobago High Commission.*
- *For Applicants outside the United Kingdom, only payment via a Banker's Draft; Banker's Cheque or an International Money Order made payable to the Trinidad and Tobago High Commission and drawn on a bank in London, United Kingdom are accepted.*

Please reference the Fees Structure for Immigration Services.

PLEASE NOTE: THE PROCESSING TIME FOR THE MACHINE READABLE PASSPORT IS EIGHT (8) WEEKS. BEFORE THE MRP IS ISSUED, THE PREVIOUS PASSPORT **MUST BE TENDERED FOR CANCELLATION**. IT IS ALSO IMPORTANT THAT YOU **"CHECK THE DETAILS"** FOR CORRECTNESS AND **IMMEDIATELY** REPORT ANY DISCREPANCIES TO THE ISSUING OFFICE.

VII. LOST, STOLEN, OR MUTILATED PASSPORTS

Additional documents to be submitted with applications:

- Provide a Police Report from the Police Authority certifying the Loss or theft of the Passport;
- A completed Notification Form for a Lost, Stolen or Mutilated Passport (also available online);
- In cases of loss by fire, a certified report from the Fire Authorities **must** be submitted. In this case no police report is necessary;
- One (1) recent passport photograph; and
- All supporting documents as required for a new passport application (see above).

Please note that the fees for a lost, stolen, or mutilated passport are only determined by Head Office in Port of Spain, Trinidad after the documents have been reviewed.