

## INSTRUCTION FOR RENEWALS OF THE MACHINE READABLE PASSPORT

Once the Applicant is already the holder of a Trinidad and Tobago Machine Readable Passport, he/she is required to courier the following documentation to the High Commission, London:

1. A completed Trinidad and Tobago Passport Renewal Form (Green Bordered Form). Please ensure that the signature **does not touch the border** when signing in the specimen signature box (section 3) and the signature box of the declaration section (section 8). Please note further that **all Applicants** are required to sign in the specimen signature box. This form, and others, are available on the website listed below;
2. A coloured photocopy of the bio data page of the current Trinidad and Tobago Passport. Please note that while this document need not be submitted with the application, but it **must** be presented, **without exception**, when collecting the New Passport;
3. **Original** Marriage Certificate/s and/or Divorce document/s (**not a scanned copy**) if applicable because of changes since last passport application;
4. **Original** Naturalisation/Registration Certificate/s (**not a scanned copy**) if applicable because of changes since last passport application;
5. **Original** Statutory Declaration/Government Registered Deed Poll for Change of Name (applicable if there has been a name change since the application of the Current Passport);
6. Any official document(s) not recorded in English must be accompanied by an official translation;
7. Two (2) passport-sized photos against a **white** background. Please note that a neutral expression must be worn, hair must be tucked behind the ear, there should be no hair on the forehead, no spectacles are to be worn and any facial jewellery or insertions must be removed). See **Portrait Quality** listed below for further specifications of photos; and
8. A Postal Order (for Applicants residing within the UK), an International Bankers Draft or Money Order (for Applicants outside the UK) in the sum of thirty-four pounds sterling (£34.00 for an Ordinary (32 page) Passport) or forty-two pounds sterling (£42.00 for a Business (48 page) Passport) made payable to Trinidad and Tobago High Commission. **(The payment must be drawable on any London, UK bank (other than CITIBANK). Please note that persons aged sixty years and over applying for an Ordinary Passport ONLY are exempt from the passport fee but are required to pay the Diplomatic Service Charge (DMSC) of fourteen pounds (£14.00).**

Please **do not** send cash in the mail/post, and submit the exact amount necessary to execute the application.

Any reputable courier service of your choice (and at your expense) is acceptable for submission and the subsequent collection of the completed document.

Applicants are **strongly encouraged** to email the completed application form and accompanying documentation to [hclondonimmigration@foreign.gov.tt](mailto:hclondonimmigration@foreign.gov.tt) for verification purposes before final submission.

Please note that the delivery time for the New Passport is usually eight (8) weeks, and that the High Commission does not exercise control over the delivery time of the document.

Further enquiries are addressed on the official website of the Immigration Division of the Republic of Trinidad and Tobago, which may be accessed at: <https://tppassport.com/> or at <http://www.immigration.gov.tt/Services/Passport.aspx>. Applicants may also contact the Mission by email or by telephone.

### **Portrait Quality**

- Only coloured photographs are acceptable;
- **The background for the image must be pure white;**
- The portrait size must be at least **5cm x 5cm** or **41mm x 31 mm**.
- The image of the face in the portrait should take up **70%** of the vertical dimension, showing a close-up of head and the top of the shoulders;
- The portrait **must** be taken with the Applicant's head upright and looking directly at the camera; both edges of the face should be clearly visible with a neutral expression;
- The portrait should be in sharp focus with no shadows or reflections on the face;
- A full frontal view of the Applicant's face, with eyes open and without dark glasses (unless there is a physical disability), are to be taken. **NB:** Headdress is accepted once it is 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, that is, **absolutely no hair on the forehead or falling at the sides of the face;**
- All facial jewellery **must** be removed;
- The portrait should be on high quality photographic paper with high resolution;
- DO NOT pin, staple or glue photographs to the application form; and
- Photographs **must** be taken within the last six (6) month.