

INSTRUCTIONS FOR RENEWALS OF THE MACHINE READABLE PASSPORT 16 YEAR TO 18 YEAR OLDS

Completed application form (all sections pertaining to the applicant **must** be completed, including references).

Section six (6) (Permission from Parent/Legal Guardian) of the form **must** be completed and a coloured copy of the Parent/Legal Guardian identification stated on the form must be submitted.

All applicants (**WITHOUT EXCEPTION**) must sign the specimen signature box located at the bottom right hand corner of the front page. Please ensure that your signature does not touch the border.

A coloured photocopy of the current Machine Readable Passport **must** be submitted with the application.

If citizenship from any country other than Trinidad and Tobago since the application for your current Trinidad and Tobago Machine Readable passport was acquired, the **original document/s** giving such status **must** be submitted.

If married, divorced or widowed since applying for the current Trinidad and Tobago Machine Readable passport, the following **must** be submitted:

- **Original** Decree Absolute (**not a scanned copy**);
- **Original** Marriage Certificate (**not a scanned copy**);
- Original Death Certificate of spouse (not a scanned copy);

Statutory Declaration/**Registered** Deed Poll for Change of Name (applicable if there has been a name change since applying for the current passport)

Two (2) passport sized photos against a **white** background

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.

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).**

Any document not recorded in English must be accompanied by an OFFICIAL translation in English.

The above-mentioned must be sent to via postal means or courier. No scanned copies will be accepted.

For further queries via email, please visit: hclondonimmigration@foreign.gov.tt

Please see the following links for application forms: www.immigration.gov.tt or <http://www.immigration.gov.tt/Services/Passport.aspx>