



## High Commission for the Republic of Trinidad and Tobago

42 Belgrave Square, London, SW1X 8NT

Tel.: (01144) 207 245 9351 ▪ Fax: (01144) 207 823 1065 ▪ E-mail: [hclondonimmigration@foreign.gov.tt](mailto:hclondonimmigration@foreign.gov.tt)

▪ Website: <http://foreign.gov.tt/hclondon>

## LOST, STOLEN, MUTILATED PASSPORT METHOD OF APPLICATION

**An application for a Lost, Stolen or Mutilated passport must be submitted if your previously issued Trinidad and Tobago Passport (Handwritten or Machine Readable Passport (MRP) falls within the above criteria.** Machine Readable Passport (MRP) means your last issued passport began with **TA, TB or BA**. Appointments must be booked by contacting the High Commission at (0)207 245 9351.

- **All First-Time Applicants for the first issue of a Machine Readable Passport (MRP) MUST** make an appointment to appear in person to submit the application for the Lost, Stolen or Mutilated application in conjunction with the First Machine Readable passport application. (See bullet point on page two (2) additional information).
- Applicants tendering an application on the premise that the previously issued passport was **Machine Readable**, must submit the application via post/courier (See bullet point on page two (2) additional information).

### **1) GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM**

- Application forms are available at the Trinidad and Tobago High Commission, London or via the Trinidad and Tobago Ministry of Foreign Affairs website: <https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/high-commission-london-united-kingdom/>
- On completion of the application form, applicants must ensure that the name entered on the form is the name in which the lost passport appeared.
- Section six (6) requires you to insert **how, when and where** the loss/theft/mutilation occurred, in this respect you must write a statement how this occurred, the actual address and date.
- The form must be certified by a Solicitor, Commissioner of Affidavit or Justice of the Peace which means they must stamp, sign and date the form. Provision is made for this at the bottom of page two (2) of the form.
- Please ensure that you complete each section of the form that pertains or is relevant to you.
- Form **not** to be printed on recycled paper.

### **2) REQUIREMENTS**

- Verify on the application form that you have reported the loss/theft to the police, the date reported and police station at which it was reported, also making sure to enclose the police report. Please note if a police report was not issued, you will need to submit a **STAMPED AND SIGNED** Statutory Declaration (affidavit) informing of the following:
  - Name and Address;
  - Lost/stolen passport number (if available);
  - How the passport was lost, the address at which it was lost and the date of the loss;
  - Reason for replacement of passport lost;

- In cases of loss by fire, a certified report from the Fire Authorities must be submitted. In this case no police report is necessary.
- Submit one (1) Government/Official issued photo identification (copy of the lost passport, drivers permit or learners permit, etc...) two (2) identical passport sized photo (against a pure white background). Please note your expression for the photo must be neutral (no smiling, spectacles, coloured contacts, facial piercings or hair on the forehead).
- For persons born in Trinidad and Tobago and in possession of a handwritten passport, you must also submit your Computerized Birth Certificate.

### **ADDITIONAL INFORMATION**

- Notification Forms for Lost, Stolen or Mutilated Trinidad and Tobago Passports and accompanying documents are submitted to the Immigration Division in Port of Spain for verification and approval along with the application for the first issue of a Machine Readable Passports or Renewal of an expired Machine Readable passport, and are treated as two separate applications. As such, the Passport and Immigration Section of the Mission is unable to stipulate a period for the processing of each application.
- In the case whereby the Passport was still **valid** the application documents are to be submitted separately. In this regard a fee of Fourteen Pounds (**£14.00**) is payable upon application for the Lost, Stolen or Mutilated application. The fee for the renewal of the passport (**second phase**) can only be determined once the documents have been reviewed. Applicants will be notified once the application has been returned to this office to allow for the submission and payment of the renewal of the Machine Readable Passport. .

### **3) PAYMENT OF THE APPLICATION FEE IN THE UNITED KINGDOM**

#### **APPLICATION FEES FOR LOST/STOLEN/MUTIATED APPLCATIONS**

Payment will be accepted in **Cash for individuals with appointments or via Postal Order and made payable to “Trinidad and Tobago High Commission”**. (Individual Postal Orders must be made for each applicant).

Expired Passport	<b>£44.00</b>
Valid Passport	<b>Fee to be determined upon review of documents</b>
<b>Senior citizens 60 and over</b> are exempt from the passport fee but must pay the Diplomatic Service Charge (DMSC)	<b>£14.00</b>

**Please note there is no card payment facility.**

- **CASH PAYMENTS** - Payment will be accepted in Cash, for appointments conducted at the High Commission **ONLY**. Individuals submitting applications via post/courier **MUST NOT** send Cash with their application **as this is against the law in the UK**. If applications are received via post/courier with cash enclosed, the application **WILL NOT BE PROCESSED**. The applicant will be required to collect the cash in person from our office or give written authorization for an individual to collect on your behalf (please note the original authorization letter must be submitted along with the individual’s photographic identification)
- **POSTAL ORDERS** – Applicants residing within the UK and submitting their application via post/courier must enclose a Postal Order with their application. (See bullet point below on submission of Postal Orders)

- **INTERNATIONAL MONEY ORDERS** – Applicants residing outside the UK, must enclose an International Money Order **NOT** Bankers Drafts with their application. (See bullet point below on submission of Money Orders.
- Postal Order and International Money Orders **must be made** payable to “**Trinidad and Tobago High Commission**” only and no other variations of the name. If submitting applications for multiple persons, individual must submitted. International Money Orders must be drawable at a London, UK bank (except CITIBANK or its affiliations). **Please ensure there is no mention of CITIBANK on the order even though payable at an affiliate bank in London. If the incorrect amount is stated on the Postal Order or International Money Order, the application will be pended until the balance has been received. Kindly note Money Orders are only valid for a period of six (6) months.**
  - The Mission is unable to accept payment via Western Union, Money Gram or Bank to Bank Transfer. If a relative or friend resides in the UK they can mail in a Postal Order for the specified amount making mention of whom the payment is for. They can also make a cash payment at the Mission. Please note they should only make the payment when your documents have arrived at the Mission and payment can only be made in British Pounds. Personal Cheques are not accepted.
  - Persons residing in Trinidad and Tobago can also post a Bankers Draft to the Mission here in London for the specified amount.
  - **DO NOT SEND CASH IN THE MAIL/POST**

**N.B. FEES VARY FOR THE REPLACEMENT OF A VALID LOST, STOLEN OR MUTILATED PASSPORT. THE FINAL AMOUNT WILL BE DETERMINED DURING PROCESSING.**

**\*N.B.\* COLOUR PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS AND MUST BE LEGIBLE**

**ANY DOCUMENT NOT RECORDED IN ENGLISH MUST BE ACCOMPANIED BY AN OFFICIAL TRANSLATION IN ENGLISH.**

**THE USE OF CORRECTION FLUID IS STRICLY PROHIBITED**

**PLEASE DO NOT BEND OR FOLD THE FORM(S)**