# GUIDELINES FOR THE REPLACEMENT OF A LOST/ STOLEN/ MUTILATED PASSPORT

#### NOTE: THIS IS A TWO (2) STEP PROCESS

- 1. Mail in all requirements listed below to be verified.
- When all the necessary information is verified, the applicant will be contacted
  as to if an appointment is needed, as in the case of a First Issue of a Machine
  Readable Passport OR to mail in an application for the Renewal of a Machine
  Readable Passport.

The cost of the Passport will be given at this time. Fees will vary for the Replacement of a LOST/ STOLEN/ MUTILATED PASSORT. The final amount will be determined after all information has been verified.

Any Trinidad and Tobago National whose passport has been LOST/ STOLEN/ MUTLATED and who is now applying for a Machine Readable Passport as a Replacement, must provide the following:

#### 1. NOTIFICATION FORM

- Completed Notification Form for LOST/ STOLEN/ MUTILATED PASSPORT (Notification form must be notarized by a Certified Notary Public).
- Question #6: Detailed response must include the physical address of where you were residing when you discovered your passport missing.

#### 2. POLICE REPORT

- Actual Police Report is required (Case number is <u>NOT</u> acceptable). Police Report must indicate "Trinidad and Tobago Passport".
- In the case of destruction by fire, a report from the Fire Department will be required in lieu of a Police Certificate.

#### 3. PASSPORT PHOTO

o One (1) recent photo

#### 4. VALID PICTURE IDENTIFICATION

- o (eg. Driver's License, Trinidad and Tobago Identification Card)
- o One (1) colour photocopy is required

#### 5. TRINIDAD AND TOBAGO BIRTH CERTIFICATE

One (1) colour photocopy is required

Mail Documents to: Consulate General of Trinidad and Tobago

ATTN: Immigration Section 1000 Brickell Avenue, Suite 800

Miami, FL 33131

#### **COST OF PASSPORTS AND POSTAGE**

Regular 32-page Passport Book - US\$60.00

Business 48-page Passport Book - US\$76.00

Over Age 60 – FREE - US\$20.00 Diplomatic Fee applies

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – (US\$60.00-US\$180). Exact cost will be determined and communicated to you before the application for a new Machine Readable Passport is processed.

Payment Options: Money Order/ Postal Order or Banker's Check issued in the United States ONLY (NO PERSONAL OR COMPANY CHECKS ACCEPTED) made payable to: Consulate General of Trinidad and Tobago

## ONE MONEY ORDER PER APPLICANT

**POSTAGE FEE:-** (Subject to change without notice)

Nationals who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina:- US\$25.00 Nationals who reside outside of the above listed States:- US\$35.00

Passport Fee and Postage Fee may be combined in one Money Order

Nationals who outside of the Continental United States: - Must provide an Account Number (eg.FedEx)

- Passports will be mailed upon completion.
- PASSPORT PICKUP IS NOT AVAILABLE

BUSINESS HOURS: MONDAY - FRIDAY 9:00am - 5:00pm



# NOTIFICATION FORM FOR A LOST, STOLEN OR MUTILATED TRINIDAD AND TOBAGO PASSPORT

#### WARNING TO ALL APPLICANTS

Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to fine and imprisonment.

## PLEASE PRINT INFORMATION IN BLOCK LETTERS USING DARK BLUE OR BLACK INK PEN

THIS FORM IS TO BE FILLED OUT BY THE APPLICANT & SHOULD BE SIGNED IN THE PRESENCE OF THE COMMISSION OF AFFIDAVITS OR JUSTICE OF THE PEACE

FOR OFFICIAL USE ONLY	
PASSPORT CONTROL OFFICER	
D.C.I.O.	

This is to be used to report the loss, theft or mutilation of a Trinidad and Tobago passport. IMPORTANT: Completing this form will not provide you with a replacement passport To replace your loss, stolen or mutilated passport, you will need to submit this form, one passport sized photograph, a passport application form, supporting documents and fee. 1. DETAILS OF THE LOSS / STOLEN OR MUTILATED PASSPORT NAMES IN WHICH THE PASSPORT WAS ISSUED **SURNAME** FIRST NAME MIDDLE NAME(S) /\_ DATE OF BIRTH PHOTOGRAPH TOWN / CITY OF BIRTH COUNTRY OF BIRTH PASSPORT NO. DATE OF ISSUE ISSUING OFFICE STATUS OF PASSPORT LOST STOLEN MUTILATED 2. CURRENT DETAILS (TO BE FILLED ONLY IF DIFFERENT FROM SECTION 1) CURRENT **SURNAME** CURRENT FIRST NAME **CURRENT** MIDDLE NAME(S) / 3. CURRENT HOME ADDRESS HOME TEL. NO. E-MAIL ADDRESS MOBILE NO. 4 POLICE REPORT The police must be notified of the loss or theft of the passport. Any passport that is lost or stolen abroad must be reported to the local police of that country. Please submit the police lost document report HAS THE LOSS/ THEFT OF THE PASSPORT BEEN REPORTED TO THE POLICE? YES [ ] NO [ ] DATE REPORTED TO POLICE 

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