

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

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

1. Mail in all documents listed below to be verified.
2. 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 PASSPORT. The final amount will be determined after all information has been verified.

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

1. **NOTIFICATION FORM**
  - o Completed Notification Form for LOST/ STOLEN/ MUTILATED PASSPORT (**Notification form must be notarized by a Certified Notary Public**).
  - o Question #6: Detailed response must include the physical address of where you were residing when you discovered your passport missing.
2. **POLICE REPORT**
  - o Actual Police Report is required (Case number is **NOT** acceptable). **Police Report must indicate “Trinidad and Tobago Passport”.**
  - o 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**
  - o One (1) colour photocopy is required

**WITH EFFECT FROM 1<sup>ST</sup> JANUARY 2026 ALL FOREIGN DOCUMENTS  
SUBMITTED IN SUPPORT OF A TRINIDAD AND TOBAGO PASSPORT  
APPLICATION, MUST BE APOSTILLED**

**Mail Documents to:** Consulate General of Trinidad and Tobago  
ATTN: Immigration Section  
1000 Brickell Avenue, Suite 800  
Miami, FL 33131

**Cont'd**

## PASSPORTS FEES

Regular 32-page Passport Book - **US\$121.00 (Includes Diplomatic & Postage Fees)**

Business 48-page Passport Book - **US\$151.00 (Includes Diplomatic & Postage Fees)**

Under 2 & Over 60 Years – **NO PASSPORT FEE** - **Diplomatic & Postage Fee apply**

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – **(US\$121.00-US\$345.00)**. 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** – **DO NOT SIGN AT THE BACK OF THE MONEY ORDER**

**DIPLOMATIC FEE:- US\$20.00** (*Subject to change at short notice*)

**POSTAGE FEE:-**

**US\$25.00** (*Subject to change at short notice*) applies to nationals who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina

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

**Nationals outside of the Continental United States:** - Must provide a Postage Label that covers return mailing

- **Passports will be mailed upon completion.**
- **PASSPORT PICKUP IS AVAILABLE IN LIMITED CASES**

**BUSINESS HOURS:**  
**MONDAY – FRIDAY 9:00am – 5:00pm**



**5. NAME OF PERSON REPORTING THE LOSS, THEFT OR MUTILATION** (complete this section only if you are **not** the passport holder)

*A person with parental responsibility must complete section 5, if the passport holder is under the age of sixteen (16) years (this form should not be used where there is a parental dispute over the possession of a child's passport). If you are completing this form on behalf of an adult passport holder please enclose a covering letter explaining clearly why the passport holder cannot complete this form him/herself.*

**SURNAME** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_

**RELATIONSHIP TO PASSPORT HOLDER** \_\_\_\_\_  
**HOME ADDRESS** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_ **MOBILE NO.** \_\_\_\_\_

**6. DETAIL HOW, WHEN OR WHERE THE LOSS, THEFT OR MUTILATION OF THE PASSPORT OCCURRED.**

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**HAVE YOU HAD ANY OTHER TRINIDAD AND TOBAGO PASSPORTS LOST, STOLEN OR MUTILATED? YES [ ] NO [ ]**  
If yes, give details of the previous passport(s)

**7. STATE THE COUNTRIES FOR WHICH YOU HAD VISAS ENDORSED IN THE PASSPORT**

**8. STATE SOME OF THE COUNTRIES YOU HAVE VISITED USING THE PASSPORT.**

## 9. REASON FOR RE-APPLYING FOR A TRINIDAD AND TOBAGO PASSPORT

**ATTENTION**

*The primary purposes for soliciting this information are:*

(1) To ensure that no person shall bear more than one valid passport at one time except as authorised by the Immigration Division or the Ministry of Foreign Affairs.  
(2) To Guard against Identity Fraud or the otherwise unlawful use of your passport by another person.

*I the undersigned certify that the above information provided herein is correct and complete and that I have not sold, pledged or otherwise given my passport to another person or disposed of it in an unauthorized manner. I understand that upon submission of this form, the related passport would be invalidated and can no longer be used. If the passport is subsequently found or recovered, I will immediately return same to the nearest Immigration Division Office, Embassy, Consulate or High Commission of the Republic of Trinidad and Tobago.*

**DATED**   /     /     /    
*Day*      *Month*      *Year*

*Signature of Applicant*

**IDENTIFICATION** \_\_\_\_\_

**CERTIFICATION BY THE COMMISSIONER OF AFFIDAVITS OR JUSTICE OF THE PEACE**

*Made and subscribed this* \_\_\_\_\_ *day of* \_\_\_\_\_ *in the year* \_\_\_\_\_  
*before me.*

*Name in Block Letters*

*Signature*

*Official Title*