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.
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 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 **NOT** 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**
   - One (1) recent photo

4. **VALID PICTURE IDENTIFICATION**
   - (eg. Driver's License, Trinidad and Tobago Identification Card)
   - 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

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

IMMIGRATION DIVISION
MINISTRY OF NATIONAL SECURITY

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.

____

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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.

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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 ___/___ (*Day*) ___/___/___ (*Month*) ___/___/___/___ (*Year*)

PHOTOGRAPH

TOWN / CITY OF BIRTH /___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/

COUNTRY OF BIRTH /___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/

PASSPORT NO. /___/___/___/___/___/___/___/___/___/___/___/___/

DATE OF ISSUE ___/___ (*Day*) ___/___/___ (*Month*) ___/___/___/___ (*Year*)

ISSUING OFFICE /___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/

/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/

STATUS OF PASSPORT [ ] LOST [ ] STOLEN [ ] MUTILATED

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2. CURRENT DETAILS (TO BE FILLED ONLY IF DIFFERENT FROM SECTION 1)

CURRENT SURNAME /___/

CURRENT FIRST NAME /___/

CURRENT MIDDLE NAME(S) /___/

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3. CURRENT HOME ADDRESS

/___/

/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/ **HOME TEL. NO.** /___/___/___/___/___/___/___/___/___/___/___/

E-MAIL ADDRESS ______________________________ **MOBILE NO.** /___/___/___/___/___/___/___/___/___/___/___/

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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 o f 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 ___/___ (*Day*) ___/___/___ (*Month*) ___/___/___/___ (*Year*)

POLICE STATION /___/

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 /___/

MIDDLE NAME(S) /___/

RELATIONSHIP TO PASSPORT HOLDER /___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/

HOME ADDRESS

/___/

/___/___/___/___/___/___/___/___/___/___/___/___/___/___/___/ **HOME TEL. NO.** /___/___/___/___/___/___/___/___/___/___/___/

E-MAIL ADDRESS ____ **MOBILE NO.** /___/___/___/___/___/___/___/___/___/___/___/

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

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 TRNIDAD 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 or 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