

# 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 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**
  - 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**

## **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:-**

**Nationals within US Territories:** - US\$15.00  
Passport Fee and Postage Fee may be combined in one Money Order  
(eg. \$60.00 + \$15.00 = \$75.00)

**Nationals outside of US Territories:** - 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**



