

Embassy of The Republic Of Trinidad And Tobago, Washington DC

1708 Massachusetts Ave, NW Washington DC 20036

202-467-6490 ext. 1003

Passport Collections Procedures

PLEASE NOTE: *Before following the steps listed below please call The Embassy between 6 -12 weeks of the date of submission of your application and provide us your (MRP) number so that we can verify that your passport is ready.*

After verifying that your new passport is ready, please do be sure to provide the relevant items and complete ONE of the following:

A. IN PERSON PICK UP :

1. Your Trinidad & Tobago passport
2. Original receipt with MRP or Application ID number

NB: Passports may be collected at the Embassy from Monday - Friday between 10am-4pm.

OR

B. THIRD PARTY PICK UP:

The Person picking up the applicant's passport MUST bring:

1. Applicant's current Trinidad & Tobago passport
2. Applicant's Original receipt with MRP or Application ID number
3. A Letter authorizing said third party person to pick up the passport on your behalf. The person's full name must be stated on the authorization letter.
4. The person collecting must have a valid government issued Photo identification, (i.e. driver's permit, passport, ID Card)

NB: Passports may be collected at the Embassy from Monday - Friday between 10am-4pm.

OR

C. VIA THE MAIL:

1. Your current Trinidad & Tobago passport must be mailed in the office.
2. Original Receipt with MRP or Application ID number (please keep a copy of the receipt for your records)
3. MONEY ORDER in the amount of \$25.50 made out to 'The Embassy of Trinidad and Tobago.'
4. An AUTHORIZATION LETTER, giving the Embassy of T&T permission to have your passport(s) (old and new) sent back to you via Overnight Express mail. Please clearly state the address of where you would like to have the passport mailed.

Documents should be mailed to the address below:

Attention: Immigration Department
Embassy of the Republic of Trinidad and Tobago
1708 Massachusetts Avenue, NW
Washington, DC 20036

Our contact information; Tel: 202-467-6490 Ext. 1003 **Email:** embdcimmigration@foreign.gov.tt

Fax: 202-785-3130