

APPLICANT CHECKLIST FOR FIRST ISSUE OF THE NEW MACHINE READABLE PASSPORT

Entitlement to a Trinidad and Tobago Passport is Restricted to Citizens of Trinidad and Tobago

All applicants for the first issue of the Machine Readable Passport (MRP) i.e. persons whose current passport does **NOT** start with 2 letters (TA; TB; BA; TC) and who reside within our Consular Jurisdiction (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Texas) are required to schedule an appointment and **APPEAR IN PERSON** at the Consulate General in Miami, Florida. **WALK-INS ARE NOT ACCEPTED**

Appointments may be scheduled via Telephone: (305) 374-2199 Ext. 317, or requested via Email: cgmiamipassportappointments@foreign.gov.tt. You must provide the PIN number located at the top left of your Trinidad and Tobago Computerized Birth Certificate, in order to confirm your appointment.

NOTE: PASSPORT PHOTOS ARE NOT REQUIRED

PREREQUISITE

ALL ORIGINAL DOCUMENTS AND TWO (2) COLOR PHOTOCOPIES OF EACH (excluding Application Form) MUST BE PRESENTED AT THE TIME OF YOUR APPOINTMENT – NO EXCEPTIONS

Completed Application Form (all relevant areas must be completed) using either blue or black ink that is **NOT** erasable. Use of correction tape/ liquid paper is **NOT** permitted when completing Trinidad and Tobago Passport Application Forms. **DO NOT BEND OR FOLD FORMS**

- **The Application Form must be printed on Legal size paper (8 1/2" x 14") –Printed on both sides of the paper and in colour.**
Alternatively, you may send a self-addressed, prepaid envelope (10" x 13") and request that forms for the First Issue MRP be mailed to your address, if you are unable to print the forms.
- **Your signature must be consistent and must not exceed or touch the borders of the signature box.**
ALL applicants must sign the signature boxes on both the front and back of the forms.
- **Section 4 - 'Declaration of Recommender' – Must be left blank**

REQUIRED DOCUMENTS

If you were born in Trinidad and Tobago, you must submit the following:

1. Trinidad and Tobago Computerized Birth Certificate

NOTE: Birth Certificates issued without a 'Given Name' must have a name insertion done **PRIOR** to applying for a Machine Readable Passport (MRP)
Call: 1-(868) 223-2452 Ext. 3151 or Ext 3160 for further information

2. Trinidad and Tobago Passport (Last issued)

NOTE: If the most recent passport is not available, damaged or lost, please follow and complete the Lost/Stolen/Mutilated Passport Checklist and application form. If you are a citizen of any other Country, you are required to present the respective passports and two (2) colour photocopies of the Bio-data page.

3. Marriage Certificate for EACH Marriage

NOTE: **NOT** Church Copy (applicable **ONLY** to women)

4. Divorce Decree Absolute/ Final Judgment for EACH Divorce

NOTE: (applicable **ONLY** to women) Not the Decree Nisi

5. **Death Certificate of Husband(s)** (applicable ONLY to women)

NOTE: TO ALL FEMALE APPLICANTS

- “Single” indicates that you were NEVER married
- You MUST declare your marriage(s) and provide your marriage certificate(s) even if you have not/never taken/used a married surname

6. **Name Change Certificate or Deed Poll (if applicable)**

NOTE: ANY AFFIDAVIT THAT MAY ACCOMPANY BIRTH/ MARRIAGE/ DIVORCE DECREE, ETC. (IF APPLICABLE) MUST BE SUBMITTED

7. **Evidence of Citizenship for all countries of which you are a Citizen:**

- eg. United States Naturalization Certificate or Alien Registration Card or Green Card (**persons who do not hold a Green Card are not exempted from Passport renewal**)
- eg. Canadian citizens must provide Naturalization Certificate which provides the date you obtained citizenship

NOTE: ANYONE WHO BECAME A CITIZEN OF ANOTHER COUNTRY PRIOR TO JULY 29, 1988 MUST FIRST APPLY FOR RESTORATION OF TRINIDAD AND TOBAGO CITIZENSHIP

8. **Restoration of Trinidad and Tobago Citizenship Certificate (if applicable)**

NOTE: ALL FOREIGN LANGUAGE DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BY A LEGAL FOREIGN LANGUAGE TRANSLATION SERVICE

TRINIDAD AND TOBAGO CITIZENS WHO ACQUIRED SUCH CITIZENSHIP THROUGH OTHER PROVISIONS MUST SUBMIT THE FOLLOWING IN ADDITION TO THE ABOVE APPLICABLE DOCUMENTS

DESCENT - All items listed above for both the applicant and the applicant's parent, who holds citizenship of Trinidad and Tobago. eg. Birth Certificate, Passports, Marriage Certificate, Divorce Decree Death Certificate, Name Change Certificate or Deed Poll, Naturalization Certificate etc. for **BOTH** the applicant and the applicant's parent.

REGISTRATION - Certificate of Registration and Birth Certificate

- For women **ONLY** (if applicable) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (if applicable).

NATURALIZATION - Certificate of Naturalization and Birth Certificate

- For women **ONLY** (if applicable) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (if applicable).

ADOPTION - Certificate of Adoption and any other document(s) as may required

NOTE: Trinidad and Tobago Adoption Certificate must be the Computerized version with the PIN Number.

- For women **ONLY** (if applicable) Marriage Certificate for EACH Marriage, Divorce Decree Absolute/ Final Judgment for EACH Divorce. Death certificate of husband(s) (if applicable).

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\$12.15
Passport Fee and Postage Fee may be combined in one Money Order
(eg. \$60.00 + \$12.15 = \$72.15)

Nationals outside of US Territories: - Must provide an Account Number (eg.FedEx)

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

NOTE:

**DRESS CODE IN EFFECT FOR ENTRY INTO TO
OFFICE OF THE CONSULATE GENERAL, MIAMI**

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

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APPLICATION FORM FOR TRINIDAD AND TOBAGO PASSPORT (APPLICANTS 16 YEARS AND OVER)

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

WARNING TO ALL APPLICANTS AND RECOMMENDERS
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.

FOR OFFICIAL USE ONLY

PASSPORT TYPE	ORIGIN	RECEIPT #	PASSPORT #
EXPEDITED	PICK UP DATE	DATE	DATE OF ISSUE
PRE-PAID SHIPPING	REASON FOR APPLICATION		VALID TO

1.

SURNAME _____

FIRST NAME _____

MIDDLE NAME(S) _____

MAIDEN NAME _____

FORMER NAME

SURNAME _____

FIRST NAME _____

MOTHER'S MAIDEN NAME

SURNAME _____

FATHER'S FULL NAME

SURNAME _____

FIRST NAME _____

2. PERSONAL INFORMATION

DATE OF BIRTH _____ / _____ / _____ SEX MALE [] FEMALE [] PHOTOGRAPH _____

PLACE OF BIRTH _____

TOWN/CITY _____

COUNTRY _____

HEIGHT (CM) _____ COLOUR OF EYES _____

HAIR COLOUR _____

MARITAL STATUS: SINGLE [] MARRIED [] WIDOWED [] DIVORCED []

SEPARATED [] OTHER []

OCCUPATION / PROFESSION _____

HOME ADDRESS

Street Name _____ Town/City _____

Town/City _____ Zip Code _____ Country _____

MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)

Street Name _____ Town/City _____

Town/City _____ Zip Code _____ Country _____

WORK ADDRESS, OR IF RESIDENT ABROAD, LOCAL ADDRESS

Street Name _____ Town/City _____

Town/City _____ Zip Code _____ Country _____

NAME OF FIRM / ORGANIZATION

HOME TEL. NO. _____

MOBILE NO. _____

OFFICE TEL. NO. _____

E-MAIL ADDRESS _____

Specimen Signature of Applicant



(*N.B. * This form will become void if the Specimen Signature touches the Border)

DO NOT BEND OR FOLD

MARRIED WOMEN

PRESENT MARRIAGE DATE OF MARRIAGE _____ / _____ / _____ PLACE OF MARRIAGE _____
Day Month Year

HUSBAND 'S NAME _____
SURNAME _____
FIRST NAME _____
NATIONALITY _____

PREVIOUS MARRIAGE(S)

Date of Marriage (Date/Month/Year)	Husband's Name in Full	Place of Marriage	Husband's Nationality

3. PERMISSION FROM PARENT / LEGAL GUARDIAN FOR APPLICANTS UNDER 18 YEARS OF AGE

I, FIRST NAME _____
SURNAME _____

Solemnly declare that I am the _____ of the Applicant, and hereby give permission to
(RELATIONSHIP)

FIRST NAME _____
SURNAME _____

To apply for a Trinidad and Tobago Passport.

Dated _____ / _____ / _____
Day Month Year

I.D./ Passport # of Parent /Legal Guardian _____

Date of Issue _____ / _____ / _____
Day Month Year



Signature of Parent/ legal Guardian

4. DECLARATION OF RECOMMENDER * (To be completed by the Recommender Only) *

I, FIRST NAME _____
SURNAME _____

Solemnly declare that I am a citizen of Trinidad and Tobago and to the best of my knowledge and belief, all statements made in this application form are true. I make this declaration from my knowledge of the applicant whose name is:

OFFICIAL STAMP OF FIRM / ORGANIZATION

NAME OF APPLICANT

FIRST NAME _____
SURNAME _____

Whom I have known personally for _____ years and whose photograph I have certified on the reversed side (applicable to renewals only).

MY OCCUPATION _____

NAME OF FIRM / ORGANIZATION AND ADDRESS

Name of Firm / Organization

Street Name Town/ City

Town/ City Zip Code Country
OFFICE TEL. NO. _____ HOME TEL. NO. _____

Dated _____ / _____ / _____ I.D./ D.P. / PASSPORT # _____ Date of Issue _____ / _____ / _____
Day Month Year Day Month Year

Date of Expiry _____ / _____ / _____
Day Month Year

Signature of Recommender →



5. CITIZEN OF TRINIDAD AND TOBAGO BY:

(A) BIRTH []

PIN NO. _____

CERTIFICATE NO. _____

REGISTRATION DATE _____
Day / Month / Year

REGISTRATION DISTRICT _____

(B) DESCENT []

CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

(C) ADOPTION []

CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

(D) REGISTRATION [] / NATURALISATION []

CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

ARE YOU NOW OR HAVE YOU EVER BEEN A CITIZEN OF ANY COUNTRY OTHER THAN TRINIDAD AND TOBAGO? YES [] NO []
If yes, please provide details below

COUNTRY	CITIZENSHIP BY	CERTIFICATE NO.	ISSUE DATE (Date/Month/Year)
1.			
2.			
3.			

6. TRINIDAD AND TOBAGO PASSPORT(S) PREVIOUSLY

Have you applied for or been issued any Trinidad and Tobago Passport(s) or other Trinidad and Tobago travel Documents? YES [] NO []

If YES, list in the Table provided and submit most recently issued document

PASSPORT NO.	DATE OF ISSUE (Date/Month/Year)	PLACE OF ISSUE

7. ADDITIONAL REFERENCES

Please provide the following information with respect to **two** persons who are not relatives and have known you for at least three years. These persons may be contacted to confirm your identity.

(i)
FIRST NAME _____
SURNAME _____
HOME ADDRESS or BUSINESS ADDRESS (IN FULL)

 _____ **TEL. CONTACT** _____

(ii)
FIRST NAME _____
SURNAME _____
HOME ADDRESS or BUSINESS ADDRESS (IN FULL)

 _____ **TEL. CONTACT** _____

8. DECLARATION OF APPLICANT

I _____ solemnly declare that :

- (i) I am a Trinidad and Tobago citizen.
- (ii) The statements made in this application are true.
- (iii) The photographs enclosed are a true likeness of me.
- (iv) I do not have a Trinidad and Tobago Passport other than the one(s) listed at section 6.
- (v) I know the recommender for at least three years; and
- (vi) I shall report to the Passport Office or the nearest Trinidad and Tobago Government Office any change in citizenship.

DATED _____
Day / Month / Year

I.D. / PASSPORT # _____

DATE OF ISSUE _____
Day / Month / Year

Signature →



FOR OFFICIAL USE ONLY

PREQUALIFICATION OFFICER _____

DATE ____/____/____
Day Month Year

BIRTH CERTIFICATE INFORMATION
COMPUTER GENERATED CERTIFICATE []

PIN NO. _____ CERTIFICATE NO. _____

REGISTRATION DISTRICT _____ REGISTRATION DATE ____/____/____
Day Month Year

ENTRY NO. _____

MANUAL CERTIFICATE []

CERTIFICATE NO. _____

REGISTRATION DISTRICT _____ REGISTRATION DATE ____/____/____
Day Month Year

ENTRY NO. _____ VOL. NO. _____

PAGE NO. _____

CHAPTER _____

SECTION _____

CITIZENSHIP BY DESCENT CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

CHAPTER _____

SECTION _____

ADOPTION CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ENTRY NO. _____ BOOK NO. _____ PAGE NO. _____

MARRIAGE CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

ENTRY NO. _____ VOL. NO. / BOOK NO. _____ FOLIO NO. / PAGE NO. _____

REGISTRATION / NATURALISATION CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

CHAPTER _____

SECTION _____

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____ REF. _____
Day Month Year

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____ REF. _____
Day Month Year

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____ REF. _____
Day Month Year

DEED POLL NO. _____

DATED ____/____/____
Day Month Year

DECREE ABSOLUTE _____

DATED ____/____/____
Day Month Year

OTHER INFORMATION (Where Necessary)

OFFICER'S STAMP

RECEPTION OFFICER _____

DATE ____/____/____
Day Month Year