

# 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](mailto: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

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**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 the applicant, the applicant's parent, and the applicant's grandparents, who hold 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*).

**NB:** All foreign (non-Trinidad and Tobago) documents being submitted with a First Issue MRP application, must be Apostilled.

### **PROCESS:**

- Completed forms, old passport and colour copies of documents are to be mailed or dropped off at the Consulate General, for review.
- After review, if all forms and necessary documentation are in order, the applicant will be contacted and an appointment made.
- On the day of your appointment, you are required to bring all **ORIGINAL** documents and money order(s). **NO PHOTOS** are necessary. Photos will be taken at the office.
- The passport application will then be processed. Upon completion, the newly issued MRP will be mailed to the applicant.

### **PASSPORT 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 Fees apply**

Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book – **(US\$121.00-US\$345)**. 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, Diplomatic and Postage Fees 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**

### **NOTE:**

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

#### **BUSINESS HOURS:**

**MONDAY – FRIDAY 9:00am – 5:00pm**

**THIS PAGE IS LEFT BLANK ON PURPOSE**



**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.

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

[illegible]

DATE OF BIRTH	<u>      </u> / <u>      </u> / <u>      </u>	SEX	MALE [ ]	FEMALE [ ]	PHOTOGRAPH
	<small>Day      Month      Year</small>				
PLACE OF BIRTH	<u>                                </u>	TOWN/CITY	<u>                                </u>		
	<u>                                </u>	COUNTRY	<u>                                </u>		
HEIGHT (CM)	<u>          </u>	COLOUR OF EYES	<u>                                </u>		
HAIR COLOUR	<u>                                </u>				
MARITAL STATUS:	SINGLE [ ]	MARRIED [ ]	WIDOWED [ ]	DIVORCED [ ]	
	SEPARATED [ ]	OTHER [ ]			

[illegible]

\_\_\_\_\_  
*Street Name* *Town/ City*  
 \_\_\_\_\_  
*Town /City* *Zip Code* *Country*

\_\_\_\_\_  
Street Name \_\_\_\_\_ Town/ City \_\_\_\_\_  
\_\_\_\_\_  
Town /City \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

*Specimen Signature of Applicant*

E-MAIL ADDRESS \_\_\_\_\_

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





5. CITIZEN OF TRINIDAD AND TOBAGO BY:

(A) BIRTH [ ]

PIN NO. \_\_\_\_\_

REGISTRATION DATE \_\_\_\_\_  
Day / Month / Year

CERTIFICATE NO. \_\_\_\_\_

REGISTRATION DISTRICT \_\_\_\_\_

(B) DESCENT [ ]

CERTIFICATE NO. \_\_\_\_\_

(C) ADOPTION [ ]

CERTIFICATE NO. \_\_\_\_\_

(D) REGISTRATION [ ] / NATURALISATION [ ]

CERTIFICATE NO. \_\_\_\_\_

ISSUE DATE \_\_\_\_\_  
Day / Month / Year

ISSUE DATE \_\_\_\_\_  
Day / Month / Year

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