

Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Avenue N.W., Washington D.C. 20036
Phone: (202)-467-6490 Email: embdcimmigration@foreign.gov.tt

FIRST (1ST) MACHINE READABLE PASSPORT (MRP) CHECKLIST

IDENTIFICATION OF TRINIDAD AND TOBAGO PASSPORT:

- Trinidad and Tobago passports that are **not** Machine Readable start with six (6) digits 123456 or one (1) letter and six (6) digits T456789 or B987654.
- Trinidad and Tobago passports that are Machine Readable start with two (2) letters and six (6) digits TA123456, TB987654, TC456789 or TB654321.

Complete application form using either **blue** or **black** ink. The use of correction fluid (white out) and erasable pens is **not** permitted, when completing the application. Form can be obtained at www.foreign.gov.tt/embwashington

When submitting an application:

- It is mandatory for first (1st) Machine Readable passport applicants to appear in person, to be interviewed and have their photograph taken.
- An appointment must be scheduled for submittal of application.
- Your last issued Trinidad and Tobago passport must be produced. If the most recent Trinidad and Tobago passport is not available please complete a Notification for Lost, Stolen or Mutilated passport. For additional information refer to Documents 10 – 12 on our website at www.foreign.gov.tt/embwashington
- Copy of completed form and **all** supporting documents should be forwarded via email to embdcpass@foreign.gov.tt

Once applications are reviewed, applicants will be contacted within ten (10) – fourteen (14) business days to schedule their appointment. Processing time for first Machine Readable Passport (MRP) is three (3) months.

CITIZENSHIP BY DESCENT (DUAL CITIZENSHIP):

If the applicant is 16 years and over and a citizen of another country, applying for a Trinidad and Tobago passport, all applicable documents listed below must be submitted, for both themselves and the parent through whom they are obtaining citizenship. That parent must be a citizen of Trinidad and Tobago by birth.

All applicable **ORIGINAL DOCUMENTS** listed below must be produced, at the time of your appointment, along with one (1) coloured copy and completed **BLUE BORDER** application form.

- Current Trinidad and Tobago Passport.
- Trinidad and Tobago Computer Generated Birth Certificate or Adoption Certificate, *if applicable*. If the applicant is not a citizen of Trinidad and Tobago by birth, their Original Birth Certificate/Adoption Certificate from the respective country must be produced; along with relevant official translations where necessary.
- Passport of any other Nationality for which applicant holds citizenship, *if applicable*.
- Affidavit that may accompany Birth/Adoption Certificate, *if applicable*.
- Marriage Certificate for each Marriage – with **affixed seal/stamp** from relevant judicial authority, *applicable to women only*.
- Divorce Decree, Legal Separation or Death Certificate for each dissolved Marriage, with affixed seal/stamp from relevant judicial authority, *applicable to women only*.
- Photo identification required; (*Permanent Resident Card and Driver's License or State or National Issued Identification, Work Authorization Card*). **Please provide ALL forms of ID available.**
- Trinidad and Tobago Registration or Naturalization Certificate, *if applicable*.
- Naturalization or Registration Certificate for country of citizenship other than Trinidad and Tobago, *if applicable*.
- Name Change document or Deed Poll, *if applicable*.

Additional documents may be required on a case-by-case basis.

PAYMENTS: All payments must be made payable to "**Embassy of Trinidad and Tobago**" by money order only.

- Applicants under **two (2) years of age or sixty (60) years and over** a money order for **\$20.00** is required.
- Applicants **ages two (2) through fifty-nine (59) years old** a money order for **\$60.00** is required.

POSTAGE: A money order for **\$28.75 (subject to change)** must be provided for postage along with a letter of authorization to have your passport mailed.

- The authorization letter must include full name (addressee), full address of where the passport(s), should be mailed and a valid contact number. The authorization letter can also be found on our website at www.foreign.gov.tt/embwashington (Document 13).