

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 TYPES 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) or seven (7) digits T456789 or B456789 or T1234567 or B1234567;
- 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 a ballpoint pen with either **blue** or **black** ink only. The use of Correction Fluid (white out), Erasable/Gel pens or pencils, or superimpositions are not permitted when completing the application form. The relevant form is available at the following website: www.foreign.gov.tt/embwashington

When submitting an application:

- It is mandatory for all first Machine Readable passport applicants (**WITHOUT EXCEPTION**) to appear in person to be interviewed and have their image/photograph captured 'live' as part of their interview;
- An appointment must be scheduled for an in-person submission of application;
- **All foreign documents submitted in support of an application must be apostilled. Applicants are advised to seek guidance from the issuing authority on the appropriate procedure for obtaining an apostille:**
- Your last issued Trinidad and Tobago passport must be produced. If it is not available please complete a Notification form for Lost, Stolen or Mutilated passport. *See Documents 10 – 12 on our website at www.foreign.gov.tt/embwashington*
- A scanned copy of completed application form and all supporting documents should be forwarded via email for reviewing to embdcpass@foreign.gov.tt

Applications are reviewed, following which, the applicants will be contacted within fourteen (14) business days to schedule their appointment. A first Machine Readable Passport (MRP) may take an estimated three (3) months to process.

CITIZENSHIP BY DESCENT

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 themselves, the parent through whom they are obtaining citizenship and the grandparent (if applicable):

- a. For applicants claiming through parents, the parent must be a citizen of Trinidad and Tobago at the date of birth and their name must appear on their own birth certificate and on their offspring's;
- b. For applicants claiming through grandparents, the applicant's birth certificate must bear the name of the parent he/she is claiming through, and the parent's birth certificate must bear the name of the grandparent the applicant is claiming through. The grandparent must be a citizen of Trinidad and Tobago at the date of birth of the applicant. Note that it is inconsequential if the parent is a citizen of Trinidad and Tobago in this case.

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The original of the documents listed below must be produced at your in-person appointment (along with a coloured copy) and a completed **BLUE BORDER** application form:

1. Current Trinidad and Tobago Passport;
2. 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;
3. Passport of any other Nationality for which applicant holds citizenship, if applicable;
4. Statutory Declaration/Affidavit that may accompany Birth/Adoption Certificate, if applicable;
5. Marriage Certificate for each Marriage – with affixed seal/stamp from relevant judicial authority, applicable to women only;
6. Divorce Decree, Legal Separation or Death Certificate for each dissolved Marriage, with affixed seal/stamp from relevant judicial authority, applicable to women only;
7. Photo identification required; (*Permanent Resident Card and Driver's License or State or National Issued Identification, Work Authorization Card*);
8. Trinidad and Tobago Registration or Naturalization Certificate, if applicable;
9. Naturalization or Registration Certificate for country of citizenship other than Trinidad and Tobago, if applicable;
10. Court authorized Name Change document or Deed Poll, if applicable;

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

PAYMENTS: All payments 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 US\$20.00 is required;
- Applicants ages two (2) through fifty-nine (59) years old a money order for US\$96.00 is required.

POSTAGE: A money order in the amount of US\$30.00 (subject to change) must be submitted for service within the United States. **Applicants outside of the United States must provide a Prepaid Label/Air Way Bill that covers return mailing.** All applications must be accompanied by a letter of authorization permitting the mailing of your passport.

AUTHORISATION TO POST: The authorization letter must include full name (addressee), full address (where the package should be mailed) and a valid contact number. The authorization letter can be found on our website at www.foreign.gov.tt/embwashington (Document – 13).