

# 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](mailto:embdcimmigration@foreign.gov.tt)

## **FIRST (1<sup>ST</sup>) 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](http://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](http://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](mailto: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.

# 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](mailto:embdcimmigration@foreign.gov.tt)

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](http://www.foreign.gov.tt/embwashington) (Document – 13).