

# Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Ave, NW, Washington D.C 20036

## **1<sup>st</sup> MACHINE READABLE PASSPORT (MRP) APPLICANT CHECKLIST**

### PLEASE NOTE:

- It is mandatory for **all 1<sup>st</sup> MRP applicants** to appear in person at the office to be interviewed and have their photograph taken.
- All applicants for the First Machine Readable Passport must set up an appointment to process their applications. **Please call to make an appointment. (202) 467- 6490 Ext. 1003**
- All applicants who were previously issued a T&T passport must produce the passport that was last issued to them in order to process a renewal. If the most recent passport is not available/damaged, please follow and complete the 'Lost/Stolen/Mutilated' Passport checklist and application form at [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)
- If the applicant is a citizen of Trinidad and Tobago by DESCENT all of the applicable documents listed below must be submitted from the PARENT through whom they are obtaining citizenship and for the applicant themselves as well. The full name of the parent through which the applicant is applying MUST be on applicant's birth certificate in order for citizenship 'by descent' to be ascertained.
- Complete the form using either blue or black ink that is NOT erasable. The use of correction fluid is NOT permitted when completing T&T passport application forms.

**Please produce all relevant original documents listed below at the time of your interview, along with one (1) coloured photocopy of each original document submitted: **NB: Additional documents may be required on a case by case basis from the Immigration Department.****

- Current Trinidad and Tobago Passport (*valid or expired*). If the applicant was not previously issued a Trinidad and Tobago passport, the passport(s) of the country for which they hold citizenship must be produced.
- Completed application form with the **BLUE BORDER** .Forms can be downloaded at [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)
- Trinidad and Tobago Computer Generated Birth Certificate or Adoption Certificate (*If applicable*). If the applicant was not born In Trinidad and Tobago their Original Birth Certificate/ Adoption Certificate from the issuing country must be produced along with relevant official translations where necessary.
- Affidavit that may accompany Birth/Adoption Certificate (*only if applicable*)
- Valid Photo ID (e.g. *Green Card, Driver's License, State/National Issued Identification, Work Authorization Card*) . *Please provide ALL applicable forms of ID available for both TT & US.*
- Trinidad and Tobago Registration or Naturalization Certificate (*only if applicable*)
- Naturalization Certificate or Alien Registration Card (Green Card), Work Authorization card or applicable visa.
- Passport of any other Nationality for which applicant holds citizenship (*only if applicable*)
- Name Change Certificate or Deed Poll (*only if applicable*)
- Marriage Certificate for each Marriage – With affixed seal/stamp from relevant judicial authority (*applicable to women only*)
- Divorce Certificate(s)/ Decree Absolute for each Marriage (*applicable to women only*) With affixed seal/stamp from relevant judicial authority
- Death Certificate of Husband(s) who passed while applicant was still legally wed to them (*applicable only to women*)
- Restoration Certificate (*only if applicable*)
- Trinidad and Tobago Registration or Naturalization Certificate (*only if applicable*)
- MONEY ORDERS** are the **ONLY** form of payment that will be accepted for ALL APPLICATIONS. Please be guided by the following regarding money orders for processing of passports:
  - For Persons **under 2 years of age, a money order for \$20.00** is required for processing
  - For persons **between 2 and 59 years of age, a money order for \$60.00** is required for processing.
  - For persons **60 years of age and older, a money order for \$20.00** is required for processing.
- **Additionally, a money order for \$26.35** must be provided for the cost of having the passport mailed to you. We can mail up to 6 passports in the same package however **EACH person MUST complete an authorization letter** in order to have the passport mailed to you. ALL authorization letters must include the FULL ADDRESS of where the passports should be mailed and to whom it should be addressed. Samples for authorization letters can be found at [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)