

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

MACHINE READABLE PASSPORT RENEWAL 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) 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 The *estimated processing time for renewal of a Machine Readable Passport (MRP) is 6 - 8 weeks.*

All renewal applications for minors (under 16 years old) are treated the same as a first time application. The parents/Legal Guardians of Minors (under 16 years old) may visit our website at www.foreign.gov.tt/embwashington and refer to *documents 7 – 9*:

- Trinidad and Tobago Machine Readable passport holders 16 years of age and over must submit their application for renewal via mail or “drop box” located at the Embassy;
- The most recently issued Trinidad and Tobago Machine Readable passport must be available for this process. If this passport is lost, stolen/mutilated (damaged), visit to our website www.foreign.gov.tt/embwashington and refer to *documents 10 -11*;
- ALL applicants must sign both front and back of form, ensuring that signatures are consistent and does not touch the border of ‘Specimen’ signature box;
- **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.

Applicants must submit their current Trinidad and Tobago Machine Readable Passport, a completed Application Form along with a coloured copy of each document:

- Completed Application Form **GREEN BORDER** for renewal of Trinidad and Tobago Machine Readable passport. Form must be printed on **LEGAL SIZE** paper 8 ½" x 14" (fit form to the dimensions of the page)
- Two (2) high quality coloured recently taken (within last 6 months) passport sized (2" x 2") photos white background, full face front with a neutral expression (no smiling, no

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visible teeth, etc.), no glasses, no facial piercings, both ears visible, no hair on forehead (hairline visible), no shadows behind ears and no coloured contacts;

- Coloured copy of photo ID is required; (*Permanent Resident Card, Driver's License, State or National Issued Identification or Work Authorization Card*);
- Coloured copy of passport(s) biodata page from other countries for which the applicant holds citizenship;
- Applicants over 16 years and under 18 years old must submit a coloured copy of Parent's/Legal guardian's ID/passport they used on the form;

Any changes in status (marriage/divorce, citizenship, etc.) which occurred subsequent to the issuance of your current Trinidad and Tobago Machine Readable passport will require the submission of the original documentation:

- Original Marriage Certificate, Death Certificate or Divorce Absolute with affixed seal/stamp from relevant judicial authority for each event that occurred subsequent to the issue of the current Machine Readable Passport (*applicable to women only*);
- Original Court authorized Name Change document or Deed Poll that occurred subsequent the current Machine Readable passport was issued. (*if applicable*);
- Original Certificate of Citizenship of any country other than Trinidad and Tobago which was acquired subsequent to the issuance the current Machine Readable Passport;

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 two (2) years old and over to under sixty (60) years of age 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 also be found on our website at www.foreign.gov.tt/embwashington (Document – 13).