

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).