

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) digits T456789 or B987654.
- 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 either **blue** or **black** ink. The use of correction fluid (whiteout) and erasable Pens is **not permitted** when completing the application. Form can be obtained at www.foreign.gov.tt/embwashington Machine Readable Passports can be renewed from six (6) months prior to the expiration date. **Processing time for the renewal of Machine Readable Passport (MRP) is six (6) to eight (8) weeks.**

This process does not apply to children under 16 years old (minors) who are holders of a Machine Readable passport. Minors (under 16 years old) must 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 via **mail** or **in “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 should not touch the border of signature box.

Applicants must submit completed application form along with one (1) coloured copy of documents listed below. Any life changing occurrences after issuance of present Trinidad and Tobago Machine Readable passport **ORIGINAL DOCUMENTATION must be submitted.**

- Current Trinidad and Tobago Machine Readable Passport.
- 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 passport sized (2” x 2”) photos white background, no smiling, no glasses, no facial piercings, both ears visible, no hair on forehead, no shadows behind ears and no coloured contacts. Photos must be taken within 6 months of the submission of the application.
- Original Marriage Certificate or Divorce Decree/Absolute with affixed seal/stamp from relevant judicial authority for each marriage or divorce that occurred after the current Machine Readable passport was issued – (applicable to women only)
- Original Death Certificate for Husband, if the death occurred after the current Machine Readable passport was issued. (applicable to women only)
- Original Name Change Certificate or Deed Poll that occurred after the current Machine Readable passport was issued. (if applicable)
- Coloured copy of photo identification is required; (Permanent Resident Card, Driver’s License, State or National Issued Identification or Work Authorization Card). **Please provide ALL applicable forms of ID available.**
- Original Certificate of Citizenship of any country other than Trinidad and Tobago, which occurred after the current Machine Readable passport was issued.
- Coloured copy of passport(s) from other countries for which the applicant holds citizenship.

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

PAYMENTS: All payments must be made payable to **“Embassy of Trinidad and Tobago”** by money order only.

- Applicants **sixty (60) years and over** a money order for **\$20.00** is required.
- Applicants **ages two (2) through fifty-nine (59) years old** a money order for **\$60.00** is required.

POSTAGE: A money order for **\$28.75** (*subject to change*) must be provided for postage along with a letter of authorization to have your passport mailed.

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- The authorization letter must include full name (addressee), full address of where the passport(s), 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).