

# Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Ave, NW, Washington D.C 20036

202-467-6490 ext 1003

## **MACHINE READABLE PASSPORT RENEWAL APPLICANT CHECKLIST**

### PLEASE NOTE:

- Applicants **16 years of age and over** who are already holders of Machine Readable Passports (MRP) can submit their application in person, via mail or dropped off by a third party. For children under the age of 16 who are holders of MRP passports, please be guided by the 'Checklist for Trinidad and Tobago Passport for Minors Under 16 years of Age' [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)
- All applicants who were previously issued a T&T MRP passport must produce that passport which 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)
- All applicants who have a Machine Readable Passport can renew them six (6) months prior to the expiration date of their passport.
- **ALL APPLICANTS** must sign in the signature box in the front and back of the form.
- 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 application submission, along with **one (1) coloured photocopy of each** original document submitted.**

- Current Trinidad and Tobago Machine Readable Passport (*Valid or expired*)
- Completed machine readable passport application form, **GREEN BORDER** (printed on **LEGAL SIZE** paper 8 ½ x 14; scaled to fit the dimensions of the page) [www.foreign.gov.tt/embwashington](http://www.foreign.gov.tt/embwashington)
- Two (2) **high quality passport sized, color photographs**, white background, no smiling, no glasses, no facial piercings, both ears visible, no hair on forehead, no shadows, no coloured contacts. *Photos for MRP renewals can be taken at the Embassy free of charge if the application is being submitted in person.*
- Marriage Certificate for each Marriage that occurred AFTER the MRP passport being renewed was issued – With affixed seal/stamp from relevant judicial authority (*applicable to women only*)
- Divorce Certificate(s)/ Decree Absolute for each Marriage that occurred AFTER the MRP passport being renewed was issued- With affixed seal/stamp from relevant judicial authority (*applicable to women only*)
- Death Certificate of Husband(s) who passed while applicant was still legally wed to them. This must be produced if the death occurred AFTER the MRP passport being renewed was issued. (*applicable only to women*)
- Name Change Certificate or Deed Poll for change in name that occurred AFTER the MRP passport was issued. (*only if applicable*)
- Valid Photo ID (e.g. *Driver's License, State/National Issued Identification, Green Card, Work Authorization Card*) (If available)
- Certificate of Citizenship of any country for which applicants hold citizenship that occurred AFTER the MRP Passport being renewed was issued.
- Passport/s of any other countries for which the applicant holds citizenship.
- 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** will be required for processing
  - For persons **between 2 and 59 years of age**, a money order for **\$60.00** will be required for processing.
  - For persons **60 years of age and older**, a money order for **\$20.00** will be required for processing.

### **ADDITIONAL REQUIREMENTS FOR MAIL-IN APPLICATIONS**

**MONEY ORDER** made payable to 'Embassy of Trinidad and Tobago' in the amount of **\$25.50** for Priority Mail Express. **Passports will NOT be sent out via regular mail**

**AUTHORIZATION LETTER**, giving the Embassy of Trinidad and Tobago permission to have your passport/s (old and new) sent to your preferred address. 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)

**NB: Additional documents may be required on a case by case basis from the Immigration Department.**