

EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

1708 Massachusetts Avenue N.W., Washington D.C. 20036

Phone: (202)-467-6490 Email: embdcimmigration@foreign.gov.tt

LOST, STOLEN OR MUTILATED PASSPORT 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 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 form can be obtained from our website at www.foreign.gov.tt/embwashington

All applicants whose last issued Trinidad and Tobago passport (valid or expired), that has been lost, stolen or mutilated (damaged), must complete and submit a ***‘Lost, Stolen or Mutilated Notification form’*** along with:

1. The **first (1st) Machine Readable passport** form, along with copies of supporting documents, should be **emailed** to embdcpass@foreign.gov.tt *once applications are reviewed, applicant will be contacted within ten (10) – fourteen (14) business days to schedule their appointment; or*
2. The **Machine Readable passport renewal** form along with supporting documents, should be submitted via **mail** or in **“drop box”** located at the Embassy.

Produce **coloured copies** of all documents listed below when submitting the Lost, Stolen/Mutilated Notification Form.

- Completed Lost, Stolen/Mutilated Notification Form with the **RED BORDER** along with a photocopy of the lost passport, *if available*. Application form *must be notarised*.
- Mutilated passport **must** be submitted with application.
- Trinidad and Tobago Computer Generated Birth Certificate or Adoption Certificate, *if applicable*. If the applicant is not a citizen of Trinidad and Tobago by birth, their Original Birth Certificate/Adoption Certificate from the respective country must be produced; along with relevant official translations where necessary.
- Photo identification required; (*Permanent Resident Card, Driver’s License, State or National Issued Identification, Work Authorization Card*). *Please provide all applicable forms of ID available;*
- Police Report/Incident Report is **MANDATORY** if your passport was **lost** or **stolen**, a Fire Department Report for passport lost in a fire;

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- Two (2) high quality coloured passport sized (2" x 2") photos, white background, neutral expression, no glasses, no facial piercings, both ears visible, no hair on forehead, no shadows. *Photocopy of photos are not necessary;*
- Trinidad and Tobago Restoration, Registration or Naturalization Certificate, *if applicable;*
- Naturalization or Registration Certificate for country of citizenship other than Trinidad and Tobago, if applicable.
- Name Change document or Deed Poll, *if applicable.*
- Marriage Certificate for **each** Marriage, with affixed seal/stamp from relevant judicial authority (*applicable to women only*).
- Divorce Decree, Legal Separation or Death Certificate for **each** dissolved marriage, with affixed seal/stamp from relevant judicial authority (*applicable to women only*).

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.

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

- All applicants **under two (2) years of age or sixty (60) years and over** a money order for **US\$20.00** is required;
- For persons **two (2) years old and over to under sixty (60) years of age** a money order for **US\$96.00** is required, if passport was stolen or expired when lost;
- For persons **two (2) years old and over to under sixty (60) years of age** a money order for **US\$320.00** is required, if your passport was mutilated or valid when lost;

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