

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 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 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 two (2) **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**.
- 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. *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*).

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.*

- All applicants under **two (2) years of age or sixty (60) years and over** a money order for **\$20.00** is required.
- For persons **age two (2) through fifty-nine (59) years old** a money order for **\$60.00** is required, if passport was lost and already expired.
- For persons **age two (2) through fifty-nine (59) years old** a money order for **\$180.00** is required, if your passport was still valid or mutilated.