

Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Ave, NW, Washington D.C 20036

202-467-6490 ext. 1003

LOST, STOLEN OR MUTILATED PASSPORT APPLICANT CHECKLIST

PLEASE NOTE:

- All applicants who were previously issued a T&T passport must produce the passport that was last issued to them in order to process a renewal. If the most recent passport is not available or damaged; a 'NOTIFICATION FORM FOR A LOST, STOLEN OR MUTILATED TRINIDAD AND TOBAGO PASSPORT' must be completed. This is mandatory for passports that are valid or expired.
- The Lost, Stolen or Mutilated Passport Notification Form must be submitted for approval PRIOR to any submission for a new Trinidad & Tobago Machine Readable Passport.
- No fees are collected at the point at which a Lost, Stolen or Mutilated Passport Notification Form is submitted. The passport processing fee will be determined and communicated to the applicant before an application for a new Machine Readable Passport can be submitted.

Please produce two (2) coloured copies of all documents listed below when submitting the Lost/Stolen/Mutilated Notification Form. At this time, ALL lost passport applications must be MAILED into the Embassy's Immigration Department as in-person submissions are not being facilitated at the office.

- Complete the Lost, Stolen/Mutilated Notification Form with the **RED BORDER**. Forms can be downloaded at www.foreign.gov.tt/embwashington This Form must then be Notarized
- Trinidad and Tobago Computer Generated Birth Certificate or Adoption Certificate. If the applicant was not born In Trinidad and Tobago a copy of their Original Birth Certificate/ Adoption Certificate from the issuing country must be produced along with relevant copies of official translations where necessary
- Two (2) forms of photo identification (e.g. Green card, State I.D, T&T I.D, Work authorization I.D, Driver's Permit or Passport of another country)
- Police Report/ Incident Report. Note: The submission of a police report is **MANDATORY** if your passport was Lost or Stolen. If your passport is Mutilated you must write a **detailed** declaration stating how the passport became mutilated. This declaration must be **notarized**.
- A photocopy of the lost/stolen passport (*if available*)
- Certificate of Naturalization or Citizenship for any country for which the applicant holds citizenship (*if applicable*)
- Name Change Certificate or Deed Poll (*only if applicable*)
- Marriage Certificate for each Marriage (*applicable to women only*)
- Divorce Certificate(s)/ Decree Absolute for each Marriage (*applicable to women only*)
- Death Certificate for husband who passed while applicant was still legally wed to them (*applicable to women only*)
- Trinidad and Tobago Registration or Naturalization Certificate (*only if applicable*)
- Restoration Certificate (*only if applicable*)
- The mutilated passport (in cases of Mutilation, **no photocopy necessary**)
- 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 photocopy of photos are necessary)**

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