



Consulate General of the Republic of Trinidad and Tobago

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**PASSPORT APPLICATION
FOR 1ST ISSUE M.R.P.**

FOR TRINIDAD AND TOBAGO CITIZENS 16 years of age and OVER

INSTRUCTIONS AND GENERAL INFORMATION

Entitlement to a Trinidad and Tobago passport is restricted to Citizens of Trinidad and Tobago.

*ALL first-time applicants for the Machine Readable Passport (MRP) **MUST** appear in person. Your photo will be taken on the date the application is accepted at no additional cost.*

1. GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

Applications are submitted in person to the Consulate General BY APPOINTMENT ONLY.

Contact the Consulate to secure an appointment by telephone or email:

(212) 682-7272

cgnyvcimmigration@foreign.gov.tt

- The application form **must** be printed on legal size paper (8½” x 14”), printed on both sides of the paper **and** in colour. Alternatively, send a self addressed stamped envelope for forms to be mailed to your address.
- The passport applications are sent to Port-of-Spain, Trinidad for processing and printing of the passport.
- Applicants are to ensure that the boxes, “*Specimen Signature of Applicant*” and the “*Declaration of Applicant Signature*” are signed and that the signatures are similar. Please sign within the box. Signature **must not** touch the lines of the box.
- If you have lost your last T&T passport, Section 4 of the form must be completed by a person with a valid T&T passport or ID card, who has known you for 3 years or more and who is not an immediate relative.
- The maximum period of validity of the current passport is **TEN (10)** years from the date of issue.

2. REQUIREMENTS

Original documentary evidence of your Trinidad and Tobago Citizenship must be submitted.

If you were born IN Trinidad and Tobago, you must provide the following documents:

- **Electronic Birth Certificate** (Computer generated with pin number). All attached affidavits/sworn declarations, where applicable, must be presented.
- Your last issued T&T passport.
- For women, all marriage certificates, divorce documents etc.
- Trinidad and Tobago Identification Card or Driver's Licence.
- U.S. residents must present their ARC (green card) /or a valid state-issued photo I.D.
- If you acquired citizenship of another country, you must produce the **citizenship certificate** of that country. The **date of acquisition** must be stated.
- **Passport(s) of Countries of other citizenship.**
- Restoration of Citizenship Certificate (where applicable).

If you were born OUTSIDE of Trinidad and Tobago and are a citizen by any of the following means, you must submit the following documents:

- **Descent** - Your Birth Certificate, valid form of identification (passport/driver's license), proof of parents' Trinidad and Tobago citizenship; their electronic birth certificates, electronic marriage certificates and passports, etc.
- **Registration** - Certificate of Registration, Birth Certificate, other documents as may be required.
- **Naturalisation** - Certificate of Naturalisation, Birth Certificate, other documents as may be required.
- **Adoption** - Certificate of Adoption; other documents as may be required.

ORIGINAL DOCUMENT(S) MUST BE SUBMITTED, IF YOUR STATUS HAS CHANGED BY ANY OF THE FOLLOWING:-

- By Marriage – Marriage Certificate, Judgement of Divorce/Decree Absolute, Death Certificate of spouse, whether or not your name was changed (*applicable to women only*). **If you were married in Trinidad and Tobago, you must submit the COMPUTER GENERATED marriage certificate.**
- By Change of Name document – Court Order (*Legal Name Change document*), Deed Poll(s).
- By Citizenship – Naturalization Certificate(s) or Certificate of Citizenship and the foreign country passport(s)
- By Resident – Permanent Resident Card (Green Card) or Certificates (*from countries other than Trinidad and Tobago*).
- Other relevant documents that may be requested.

TO ALL FEMALE APPLICANTS

- “**Single**” indicates that you were **never** married.
- You **must** declare your marriage(s) and provide your marriage certificate(s) even if you **have not/never** taken your married surname.

N.B. ONE (1) COLOURED COPY OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS.

ALL ORIGINAL DOCUMENTS, INCLUDING THE PASSPORT WILL BE RETURNED TO APPLICANTS AT THE TIME OF INTERVIEW. THE PASSPORT WILL ONLY BE KEPT IF IT IS DAMAGED/MUTILATED IN ANY WAY.

3. APPLICATION FEES

Fees are paid by MONEY ORDER ONLY and made payable to “Consulate General of Trinidad and Tobago”.

- Applicants aged 16 to 59 years - Seventy-Five (US\$75.00)
- Applicants 60 years and over - Thirty-Five Dollars (US\$35.00)

4. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

DOCUMENTS TO BE PRODUCED:-

- Completed Passport Application Form.
- A Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of The Peace.
- One (1) passport size photograph.
- All applicable documents listed under Requirements (Original Birth Certificate etc).
- An Incident report from the Police Station in the Applicant’s district stating that the loss was reported. **(if applicable)**
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police certificate.
- If your passport is considered “**Mutilated**”, it would be **retained** by the Consulate General.
- Other documents may be required at the time of interview for a replacement passport.

N.B. FEES VARY FOR THE REPLACEMENT OF A LOST, STOLEN OR MUTILATED PASSPORT. THE FINAL AMOUNT WILL BE DETERMINED DURING PROCESSING.

5. CHECKING THE STATUS OF YOUR PASSPORT APPLICATION:-

Upon completion of the submission of your application at the Consulate a yellow receipt with your unique application ID number will be generated. You will be given detailed information on how to check if your passport is ready for collection.

Visit the Consulate General’s webpage at:

<https://foreign.gov.tt/cgnewyork>

Please DO NOT BEND or FOLD the form(s)