



Consulate General of the Republic of Trinidad and Tobago

125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.

Tel.: (212) 682-7272 • Fax: (212) 232-0368 • E-mail: cgnyconsulateinfo@foreign.gov.tt
• Website: www.foreign.gov.tt/cgnewyork

For citizens of the Republic of Trinidad and Tobago. Guidelines for Obtaining Your First Machine Readable Passport Adults and persons over 16 years of age.

If you reside in **New York, New Jersey, Pennsylvania, Connecticut, Rhode Island, Maine, Vermont, New Hampshire or Massachusetts**, the Consulate General in New York can assist you in obtaining your first Machine Readable Passport.

Step 1: Access the Application Form

- Visit the Consulate's website: <https://foreign.gov.tt/cgnewyork>
- Under **Embassy Documents**, go to **No. 4** to download and complete the passport application form (*do not use "gel" pen*). Application forms are printed in colour, legal size paper (8½ x 14") on both sides.
https://foreign.gov.tt/documents/635/4_First_time_MRP_Adult_Application_Form_NLVF065.pdf
- ♦ *Note: Section 4 of the form does not need to be completed at this time.*

Step 2: Gather Required Documents

⚠ **IMPORTANT:** All documents **not issued** in the Republic of Trinidad and Tobago must be **Apostilled**.

A. Passport by Birth, Registration, Naturalization or Adoption (Citizen of Trinidad and Tobago)

- Electronic Birth Certificate (computer-generated with PIN) for persons born in Trinidad and Tobago
- Affidavits/sworn declarations, *if applicable*
- Deed Poll or Change of Name document, *if applicable*
- Last issued Trinidad and Tobago Passport or Identification Card
- If no identification → apply for a Certificate of Citizenship at the Consulate
- For married women: marriage certificates, divorce decrees, etc.
- Proof of citizenship in another country, if applicable (Citizenship Certificate + passport of that country; date of acquisition **must** be stated)
- Restoration of Citizenship Certificate, *if applicable*
- Republic of Trinidad and Tobago Citizenship Certificate (Restoration or Naturalization, *if applicable*) together with birth certificate of your country of birth
- Adoption Certificate, *if applicable*
- Any other documents requested.

B. Passport by Descent (Through Parents)

- Your Birth Certificate and/or Certificate of Live Birth
- Valid identification from country of birth (e.g. passport)
- For married women: marriage certificates, divorce decrees (if applicable)
- Legal name change document (if applicable)
- Proof of parent's Trinidad and Tobago citizenship at the time of your birth (parent's Birth Certificate, Trinidad and Tobago Passport, Marriage Certificate, Divorce Decree, Deed Poll/legal name change documents)
- Parent's Naturalization or Citizenship Certificate from another country, if applicable
- Any other documents requested

C. Passport by Descent (Through Grandparents)

⚠ Note: This process does **not** apply to grandchildren born **prior to August 1st 1976**. At the time of your birth, your grandparents must be a citizen of the Republic of Trinidad and Tobago

- Your Birth Certificate and/or Certificate of Live Birth
- Valid identification from country of birth (e.g., passport)
- For married women: marriage certificates, divorce decrees, *if applicable*
- Deed Poll or Change of Name document, *if applicable*
- Parent's Birth Certificate, Passport, Marriage Certificate, Divorce Decree, and any name-change documents
- Note if **your parent was already deemed a citizen of Trinidad and Tobago** and was issued a machine readable passport you may not be required to submit the grandparents' documents
- Proof of grandparent's Trinidad and Tobago citizenship (*computerized Birth Certificate, Passport, Marriage Certificate, Divorce Decree, Deed Poll/legal name change documents*) which ever applicable
- Grandparent's Naturalization or Citizenship Certificate from another country, *if applicable*
- Any other documents requested

Step 3: Submit Your Application

✉ Mail your completed application form and **coloured copies** of required documents to:

Send to:- **Consulate General of Trinidad and Tobago**
125 Maiden Lane,
4th Floor
New York, NY 10038

Step 4: Notification & Interview

- You will be contacted by **mail, email, or telephone** if additional documents are required.
- Once your appointment date is confirmed, you will receive an **invitation to attend an interview**.
- On the day of your interview:
 - Bring all **original documents**
 - Provide a **money order**
 - Your **photograph will be taken** during the interview.

Fees

Payable to: **Consulate General of Trinidad and Tobago**

AGE	NO. OF PAGES	COST \$US
16 to 59 years	Regular - 32	\$126.00
	Business - 48	\$156.00
60 years and over	Regular - 32	\$50.00

Fees for **lost or damaged passports** vary and are determined during processing.

Replacement of Lost, Stolen or Mutilated Passport

Documents to Be Produced:

- Completed Passport Application Form. (*see Embassy Documents #4*).
- Provide a Notification Form for a lost, stolen, or mutilated Trinidad and Tobago passport (*which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration at the Consulate General, NY*)
 - Visit the Consulate's website → Embassy Documents No. 7 → download and complete.
 - Ensure the form is printed **front and back on the same page, size 8½ x 14” paper**.
- Fire damage requires a **Fire Department report** (*if unable to secure the report, a letter can be requested from Consulate General to present to the Fire Department*).
- Mutilated passports must be submitted.
- Fees vary; determined during processing.
- Once reported, the old passport is **deactivated** and no longer valid for travel

If your passport is considered “Mutilated”, it must be submitted to the Consulate General.