



Consulate General of the Republic of Trinidad and Tobago

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

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1ST ISSUE MACHINE READABLE PASSPORT (MRP) APPLICATION

for Trinidad and Tobago Citizens 16 Years Of Age And Over

1. Instructions and General Information

- Entitlement to a Trinidad and Tobago Passport is restricted to **Citizens** of Trinidad and Tobago.
- **First-Time Applications** for the Machine Readable Passport (MRP) are for persons who **never** had a Trinidad and Tobago passport or whose passport number does not begin with TA, TB, TC or BA etc

2. To Secure An Appointment:-

- Read the Instructions completely to know your required documents
- Go to Embassy Document No. 4 for the application form, and either :
- Download the application form, print and complete **or**
- Complete the application form online and print it.

NOTE: Completion of Section 4 of the Form has been waived

Your completed application form, together with required documents, money order, passport size photo and a self-addressed prepaid envelope (size 10"x13") to be mailed to:

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

- You will be notified via mail, email or telephone whether additional documents are required. Upon confirmation of your appointment date, you will be invited for an interview.
- On the day of your interview, you must bring your **original** documents and a money order.

3. Required Documents

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
- ☐ Deed poll or Change of Name Document, if applicable
- ☐ Your last issued Trinidad and Tobago Passport or Identification Card
- ☐ If you do not have any form of identification, you need to apply for a Certificate of Citizenship at the Consulate General
- ☐ For women, all marriage certificates, divorce documents etc.
- ☐ 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)
- ☐ Any other documents that may be requested

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

- ☐ **Descent**
Your Birth Certificate and/or Certificate of Live Birth; valid form of identification from country of birth (Passport/Identification Card), proof of parent's Trinidad and Tobago citizenship; their computerized birth certificate(s); marriage certificate(s), divorce decree, Naturalization Certificate, Trinidad and Tobago Passport
- ☐ **Naturalization**
Naturalization Certificate(s) and Trinidad and Tobago Passport(s) and any other documents which may be required.
- ☐ **Registration**
Certificate of Registration, Birth Certificate and any other document(s) as may be requested
- ☐ **Adoption**
Certificate of Adoption and any other document(s) as may be required.
- ☐ Any other documents that may be requested

4. Replacement of Lost, Stolen or Mutilated Passport

- **Documents To Be Produced:-**

- ☐ Completed Passport Application Form. (See Embassy Document #7)
- ☐ A Notification Form for a Lost, Stolen or Mutilated Passport, certified by a Commissioner of Affidavits/US Notary Public, or the Consul Immigration
- ☐ One (1) passport size photograph
- ☐ All applicable documents listed under *Required Documents* at #3 above
- ☐ In the case of destruction by fire, a report from the Fire Authorities would be required
- ☐ Any other document(s) that may be requested at the time of interview for a replacement passport

If your passport is considered “Mutilated”, it must be submitted to the Consulate General and will be retained by the Immigration Department.

5. Application Fees

- Fees are paid by **money order only** and made payable to:
Consulate General of Trinidad and Tobago.
- i. Fees for lost and mutilated passports vary.
(See Embassy Documents No 16 on the website)

<u>FEES FOR FIRST TIME ISSUE</u>	
16 TO 59 YEARS	- NINETY DOLLARS (US\$90.00)
60 YEARS AND OVER	- FIFTY DOLLARS (US\$50.00)
All Fees Include the Price of The Passport, plus Shipping:	

<u>PHOTO SPECIFICATION</u>	
✓	COLOR PHOTO
✓	NOT MORE THAN 6 MONTHS OLD
✓	WHITE BACKGROUND
✓	SIZE: 2" X 2"