



Consulate General of the Republic of Trinidad and Tobago  
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## PASSPORT APPLICATION FOR 1ST ISSUE MACHINE READABLE PASSPORT (MRP) 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 at the Consulate General - **BY APPOINTMENT ONLY**. Your **photo will be taken** on the date of your scheduled appointment at **no additional cost**.

#### **1. TO SECURE AN APPOINTMENT:-**

##### **STEP ONE**

The “Passport Appointment Request Form” **must be** completed and submitted to the email address [cgnypassportappointments@foreign.gov.tt](mailto:cgnypassportappointments@foreign.gov.tt). This form is available on our webpage [www.foreign.gov.tt/cgnewyork](http://www.foreign.gov.tt/cgnewyork). The Appointment Request **MUST** be submitted **ONLY ONCE** **via EMAIL**, as submitting *more than once* will put your submission date and time *out of sequence*.

##### **STEP TWO**

An officer will contact the sender of the request re the next step, in order to conduct a pre-check of the completed form(s) and the necessary support documents. Once completed accurately, the appointment date and time will be scheduled.

#### **GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM**

- **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 **prepaid** envelope (10” x 13”) for forms to be mailed to your address if you are unable to print the forms.
- 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 (by both male/ female applicants)** and that the signatures are similar. Please sign within the box, your signature **must not** touch the lines of the box. (*The use of correction fluid/liquid paper is not permitted*).
- Section 4 of the application 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), **only if** you have lost your last issued T&T passport **or** if you are applying for a T&T passport for the very first time.
- 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 (**must be computer generated if from Trinidad and Tobago**), divorce documents etc.
- Trinidad and Tobago Identification Card.
- 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 and/or Certificate of Live Birth, valid form of identification from country of birth (passport/ID/driver's license), proof of parents' Trinidad and Tobago citizenship; their **computerized** birth certificate(s), **computerized** marriage certificate(s), divorce decree, naturalization certificate(s) and Machine Readable Passport(s), etc.
- **Registration** - Certificate of Registration, Birth Certificate and any other document(s) as may be required.
- **Naturalization** - Certificate of Naturalization, Birth Certificate and any other document(s) as may be required.
- **Adoption** - Certificate of Adoption and any other document(s) 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/used your married surname.

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

**ALL ORIGINAL DOCUMENTS, WILL BE RETURNED TO APPLICANTS AT THE TIME OF INTERVIEW.**

### 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 Dollars (US\$75.00)
- Applicants 60 years and over - Thirty-Five Dollars (US\$35.00)

The fees above are inclusive of the return postage fee, as your passport will be mailed to you, upon completion.

### 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/US Notary Public or Consul Immigration Officer.
- One (1) passport size photograph.
- All applicable documents listed under Requirements #2 above
- 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 applicable)**
- If your passport is considered “**Mutilated**”, it needs to be submitted to the Consulate General and would be **retained** by the Immigration Department.
- Any other document(s) that 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 processing of your application at the Consulate General, a yellow receipt with your unique application ID number will be generated and given to the applicant. You will be also given information on how to check the status of your passport online.

- Visit the Consulate General’s website – [www.foreign.gov.tt/cgnewyork](http://www.foreign.gov.tt/cgnewyork)
- Click on the ‘Passport Application Status’ link under General Information.
- When the status indicates ‘Passport is at the Consulate General in New York’, your passport is ready to be delivered to your mailing address.
- If your passport was returned to you while the new passport was being processed, you must mail in your old passport to the Consulate General to be deactivated and then both passports will be mailed out to you.

**Please DO NOT BEND or FOLD the form(s)**