



Consulate General of the Republic of Trinidad and Tobago
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PASSPORT APPLICATION

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

- The application form **must** be printed on legal size paper (8½” x 14”), printed on both sides of the paper **and** in colour. Forms can also be collected at the Consulate General.
- The passport applications are sent to Port-of-Spain, Trinidad for **processing and printing of the passport**.
- **Applications are submitted in person to the Consulate General, Monday to Friday from 8:00 am to 12:00 noon, with the exception of Consulate General holidays.**
- Applicants are to ensure that the boxes, “*Specimen Signature of Applicant*” and the “*Declaration of Applicant Signature*” are signed. Please sign within the box. Signature **must not** touch the lines of the box.

2. PROOF OF CITIZENSHIP

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.
- **Trinidad and Tobago Identification Card** and /or **Previous Passport or Driver's License (U.S. residents** – where applicable, **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.
- **Restoration of Citizenship Certificate** (where applicable).
- **Passport(s) of Countries of other citizenship.**

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

- **Descent** - Birth Certificate, valid form of identification (passport/driver’s license), proof of parents’ Trinidad and Tobago citizenship; their birth certificates, marriage certificates and passports, Trinidad and Tobago citizenship certificates, 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.

3. REQUIREMENTS

THE APPLICANT MUST:–

- Complete and sign the “Application Form for the Trinidad and Tobago Passport”. The use of correction fluid is **strictly prohibited**.
- Have the application form signed by an eligible recommender at Section 4 (*if applicable*).
- Submit the most recently issued passport in which his/her name appears (*even if expired*).
- Submit **one (1)** coloured copy of the bio-data page of your passport (*page with your photograph*).

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

- By Marriage – Marriage Certificate, Judgement of Divorce/Decree Absolut, 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.

4. APPLICATION FEE AND VALIDITY OF PASSPORTS

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

- Applicants aged 16 to 59 years - Sixty Dollars (US\$60.00)
- Applicants 60 years and over - Twenty Dollars (US\$20.00)
- Postage via FedEx (*if required*) - Fifteen Dollars (US\$15.00) *Two to Three days shipping*
Twenty-Four Dollars (US\$24.00) *Next day/Overnight shipping*

The maximum period of validity is **TEN (10)** years from the date of issue.

5. 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 documents which were submitted with previous application (Original Birth Certificate etc).
- An Incident report from 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 as 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.

6. CHECKING THE STATUS OF YOUR PASSPORT APPLICATION:-

Visit the Consulate's General website foreign.gov.tt/cgnewyork

FOR APPLICATIONS SUBMITTED IN PERSON – follow the instructions on the handout, which will be provided at the time of your photograph being taken.

Please DO NOT BEND or FOLD the form(s)