



**Consulate General of the Republic of Trinidad and Tobago**  
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## **MACHINE READABLE PASSPORT (MRP) RENEWAL INSTRUCTIONS AND GENERAL INFORMATION FOR RENEWAL BY VISITING THE CONSULATE GENERAL**

### **1. GENERAL GUIDELINES:-**

- The Trinidad and Tobago Machine Readable Passport (MRP) is provided **ONLY TO CITIZENS** of Trinidad and Tobago.
- Renewing a machine readable passport (MRP) **means** your current/last issued passport begins with **TA, TB or BA**.
- Once you visit the Consulate General, your photo will be taken (*at no additional cost*) as part of your application.
- The form is completed by applicants sixteen (16) years and over, **ONLY** if your current/last issued passport is/was a MRP. Children under the age of sixteen (16) **must** appear in person with parent/legal guardian)
- Applications can be submitted in person to the Consulate General, Monday to Friday from 8:00 am to 2:00 pm (every 1st & 3rd Thursday – 8:00 am to 12:00 pm) except Consulate General holidays.
- **ALL** fees are to be paid by **Money Order only** and made payable to “**Consulate General of Trinidad and Tobago**” (No Checks, Cash, Credit or Debit Cards accepted).
- Renewal application forms **must** be printed on legal size (8½” x 14”) paper, printed on both sides **and** in colour or forms can be collected at the Consulate General.
- The passport applications are sent to Port-of-Spain, Trinidad for **processing and printing of the passport**.
- Renewal application forms must be thoroughly completed and contact information **must** be provided.
- Applicants are to ensure that the boxes “*Specimen Signature of Applicant*” and the “*Declaration of Applicant Signature*” are signed. Please sign within the box, your signature **must not** touch the lines of the box.

### **2. 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 (\$US60.00)
- Applicants 60 years and over - Twenty Dollars (\$US20.00)
- Postage via FedEx (*if required*) - Fifteen Dollars (\$US15.00) *Two to Three days shipping*  
Twenty-Four Dollars (\$US24.00) *Next day/Overnight shipping*

*Individual money orders must be made for each applicant.*

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

### 3. REQUIREMENTS:-

#### THE APPLICANT MUST:-

- Complete and sign the Application Form for the Renewal of Trinidad and Tobago Machine Readable Passport (MRP).
- Submit the most recent Machine Readable Passport (*whether or not expired*).
- Submit **one (1)** coloured copy of the bio-data page of your passport (*i.e. page with your photograph*).

#### IF YOUR STATUS HAS CHANGED (BY ANY OF THE FOLLOWING) YOU MUST SUBMIT THE ORIGINAL DOCUMENT(S):-

- By Marriage – Marriage Certificate, Judgement of Divorce/Decree Absolut, Death Certificate of spouse, whether or not your name was changed (*applicable to women only*)
- 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.

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

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

### 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 documents which were submitted with previous application (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 as may be required for a replacement passport.

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

**A Machine Readable Passport reported Lost, Stolen or Mutilated will be deactivated upon submission of the relevant forms and as a result, would NO LONGER be valid for travel.**

## **5. CHECKING THE STATUS OF YOUR PASSPORT APPLICATION:-**

Visit the Consulate's General website [foreign.gov.tt/cgnewyork](http://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)**