



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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**MACHINE READABLE PASSPORT (MRP) RENEWAL
INSTRUCTIONS AND GENERAL INFORMATION
FOR RENEWAL BY MAIL ONLY**

1. PASSPORTS ARE RENEWABLE BY MAIL ONLY IF:-

- The current passport is machine readable (passport number begins with TA, TB or BA).
- You are over sixteen years of age

2. GENERAL GUIDELINES:-

- The Trinidad and Tobago Machine Readable Passport (MRP) is provided to citizens of Trinidad and Tobago.
- The form is completed by applicants sixteen (16) years and over, **ONLY** if your current/last issued passport is/was a MRP.
- **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).
- 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.
- Upon completion passports will be mailed to your indicated home address or mailing address and must be signed for upon delivery by an adult.
- Passports will not be mailed to P.O. Boxes.
- The maximum period of validity is **TEN (10)** years from the date of issue.
- Applicants are to ensure that the boxes “*Specimen Signature of Applicant*” at section 4 and the “*Declaration of Applicant Signature*” at section 9 are signed and that both signatures are similar. Please sign within the box, your signature **must not** touch the lines of the box.
- For Applicants between the ages of Sixteen & Eighteen years (16-18 years), section 7 of the Renewal form **MUST** be completed. A Notarized coloured copy of the ID of the parent giving permission must accompany the application. All court orders pertaining to custody of the Applicant must be submitted.

3. REQUIREMENTS:-

THE APPLICANT MUST MAIL TO THE CONSULATE:-

- Completed and signed Application Form for the Renewal of Trinidad and Tobago Machine Readable Passport (MRP).
 - Renewal application forms **must** be printed on legal size (8½” x 14”) paper, printed on both sides **and** in colour.
 - Applicants may mail to the Consulate a self-addressed stamped legal sized envelope and forms will be mailed out.
- Current Machine Readable Passport (*whether or not expired*).
- **One (1)** coloured copy of the bio-data page of your passport (*i.e. page with your photograph*).
- **Two (2)** passport size photo (*see specifications below*).
- Money Order (Application fees listed below)
- **IF YOUR STATUS HAS CHANGED SINCE THE ISSUE DATE OF YOUR CURRENT PASSPORT YOU MUST SUBMIT THE ORIGINAL (& A COLOURED COPY) OF THE FOLLOWING;**
 - By Marital Status – 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 Residence – 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.

NOTE: Please note that all original documents including your passport will be retained until the completion of your new passport. If you require your original documents be returned to you while the new MRP is processing, please attach a note indicating same and include either a **pre-paid** self-addressed USPS/FEDEX/UPS envelope (*with tracking capabilities*) **OR** an additional money order for \$US15.00 for postage.

4. APPLICATION FEE

Fees are paid by **MONEY ORDER ONLY** and made payable to “**Consulate General of Trinidad and Tobago**”. *Individual money orders must be made for each application.*

- *Applicants aged 16 to 59 years* - *Seventy-Five Dollars (US\$75.00)*
- *Applicants 60 years and over* - *Thirty- Five Dollars (US\$35.00)*
- Delivery of completed passport is via FedEx. If you wish for your passport to be overnighted to you, add Nine Dollars (US\$9.00) to the above listed fees.

Mailing Address: Consulate General of Trinidad and Tobago
125 Maiden Lane
4th Floor
NY NY 10038

PHOTOGRAPH SPECIFICATION

- The photo shall be **not more than** 6 months old.
- Photo should show applicant with eyes open, clearly visible and mouth closed.
- There should be **no** hair on forehead or obscuring the eyes, ears or part thereof.
- Applicant should be shown facing square to the camera not looking over one shoulder (portrait style) and with a neutral expression (no smiling).
- Applicant's head should be upright so that an imaginary horizontal line drawn between the center of the eyes is parallel to the edge of the picture.
- Both edges of the face should be clearly visible
- **BACKGROUND MUST BE WHITE**
- The lighting should be even, with no shadows or reflection on face.
- The photo **must** be taken **without** glasses or coloured contact lens
- Headdress shall be accepted only in keeping with religious customs or for medical reasons
- There shall be **NO** markings, tattoos or piercings on any part of the applicants face as to obscure an even appearance on the portrait
- Photo should be in color and photo size must be at least 2" x 2".
- The size of the face from crown of head to chin must be between 1-1&3/8 inches

5. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

DOCUMENTS TO BE PRODUCED:

- Completed MRP Passport Renewal Application Form & all other items listed under Requirements WITH THE EXCEPTION OF FEES
- A Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of The Peace (Certification Services are also available at the Consulate)
- One (1) additional passport size photograph.
- If passport was valid, an Incident Report from the Police Station in the Applicant's district stating that the **loss** was reported.
- 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 needs to be submitted to the Consulate and would be **retained** by the Immigration Department.
- Other documents as may be required for a replacement passport.
- A visit to the Consulate General, NY (*if necessary*).

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, Damaged or Mutilated will be deactivated upon submission of the relevant forms and as a result, would **NO LONGER** be valid for travel.*

Upon Completion of the processing of your application at the Consulate and before your application is forwarded to Trinidad for Production – a yellow receipt with your unique application ID number and attached instructions will be mailed to the address on your form. It will detail how to check the status of your passport online.

6. CHECKING THE STATUS OF YOUR PASSPORT APPLICATION:-

- Visit the Consulate's General website.
<https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/consulate-general-new-york-us/>
- 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 for deactivation and for the new passport to be mailed out to you.

Please DO NOT BEND or FOLD the form(s)