



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 MAIL ONLY

1. PASSPORTS ARE RENEWABLE BY MAIL ONLY IF:-

- The current passport is Machine Readable (passport number begins with TA, TB, TC or BA).
- You are sixteen (16) years and older

2. GENERAL GUIDELINES:-

- The Trinidad and Tobago Machine Readable Passport (MRP) is provided to citizens of Trinidad and Tobago **only**.
- 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 and Tobago for processing and printing of the passport.
- Upon completion, passports will be mailed to your given home/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.

3. REQUIREMENTS:-

THE APPLICANT MUST MAIL TO THE CONSULATE:-

- Completed and signed Application Form for the Renewal of Trinidad and Tobago (MRP).
 - **RENEWAL APPLICATION FORMS MUST BE PRINTED ON LEGAL SIZE (8½” X 14”) PAPER, PRINTED ON BOTH SIDES AND IN COLOUR.**
 - Renewal application forms must be thoroughly completed and contact information must be provided. (*The use of correction fluid/liquid paper is not permitted*).
 - 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 (by both male/female applicants)** and that both signatures are similar. Please sign within the box, your signature **must not** touch the lines of the box.
 - Applicants may mail to the Consulate General a self-addressed **prepaid (10” x 13”)** envelope and forms will be sent to your address if you are unable to print the forms (*please include a note indicating your request*).

- The original 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 -#4)

IF YOUR STATUS HAS CHANGED SINCE THE ISSUE DATE OF YOUR CURRENT PASSPORT YOU MUST SUBMIT THE ORIGINAL (AND 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*). - (If “US green card” - **Submit a notarized coloured copy {both sides} of this document only**)
- Other relevant documents that may be requested.

APPLICANTS BETWEEN THE AGES SIXTEEN TO EIGHTEEN (16-18) YEARS:-

- An additional form of valid picture ID **MUST** be submitted with the application (in addition to the passport). If no form of valid ID is available, the parent must complete and submit one “Verification of Identity Form” (*available on the webpage, please follow guidelines on the form*).
- **Section 7** of the Renewal form **MUST** be completed and a notarized coloured copy of a valid ID of the parent giving permission must accompany the application.
- All court orders pertaining to custody of the Applicant must be submitted (*if applicable*).

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.

NB: **ALL** original documents submitted **must be returned** to the applicant. Therefore, either a **pre-paid** self-addressed USPS/FEDEX/UPS envelope (*with tracking capabilities*) **OR** an additional money order for US\$20.00 for postage (*this package will be sent via FEDEX*) **must** be included with your application. Please note that your current passport **will be retained until the completion of your new passport**.

4. APPLICATION FEES & MAILING INFORMATION:-

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.*

All fees quoted includes the price of the passport plus shipping

- Applicants aged 16 to 59 years
 - Eighty Dollars (US\$80.00) 2-day shipping
 - Ninety Dollars (US\$90.00) 1 day/Saturday shipping
- Applicants 60 years and over
 - Forty Dollars (US\$40.00) 2-day shipping
 - Fifty Dollars (US\$50.00) 1 day/Saturday shipping

Delivery of completed passport is via FedEx

Applications should be submitted **via certified or registered mail – USPS/FEDEX/UPS (in order to track the arrival of your package to the Consulate General, New York)**. The applicant will **only** be contacted by an Interviewing Officer (if necessary) when the application is before the officer, otherwise **refer to #7 below**. The mailing address is as follows:-

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

Attention: Immigration – MRP Renewal

5. 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 any 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 (including the ears).
- **BACKGROUND MUST BE WHITE**
- The lighting should be even, with no shadows or reflection on face.
- The photo **must** be taken **without** glasses or 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”- 1³/₈”.
- Camouflage print/clothing should not be worn in the photo.

6. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

DOCUMENTS TO BE PRODUCED:

- Completed MRP Passport Renewal Application Form and all other items listed under Requirements **#3 above** (*with the exception of fees*).

- 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.
- If passport was valid, an Incident Report from the Police Station in the Applicant's district stating that the **loss** was reported. **(if unable to secure the report, a letter can be requested from the Consulate General to present to the precinct)**
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police Certificate. **(if unable to secure the report, a letter can be requested from the Consulate General to present to the fire department)**
- If your passport is considered "Mutilated", it needs to be submitted to the Consulate General.
- Other documents as may be required for a replacement passport.
- A visit to the Consulate General, NY *(if necessary)*.

N.B. 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.

7. 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 mailed to the address provided on your form. You will also be given information on how to check the status of your passport online.

- Visit the Consulate General's website – 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)