



**Consulate General of the Republic of Trinidad and Tobago**

125 Maiden Lane, 4<sup>th</sup> Floor, New York, NY 10038, U.S.A.

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## **MACHINE READABLE PASSPORT (MRP) RENEWAL**

### **Instructions and General Information**

*for Trinidad and Tobago Citizens 16 Years Of Age And Over*

1. Machine Readable Passports are renewable by **Mail** or by **Appointment to renew in person at the Consulate General**, passport numbers that begin with TA, TB, TC or BA etc, are Machine Readable Passports.

#### **2. To Renew your MRP:-**

- **In-Person Appointments:-**

For in person appointment, please email your requests, including your full name, date of birth, passport number and telephone contact to: [cgnypassportappointments@foreign.gov.tt](mailto:cgnypassportappointments@foreign.gov.tt)

- **Mail-in Applications:-**

**Your completed application form, together with required documents, money order, passport size photo should be mailed to:**

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

**Attention: Immigration – MRP Renewal**

*If you need additional assistance, send a self-addressed prepaid envelope (size 10" x 13")*

Applications should be placed in a 15" x 10" envelope, and submitted **via REGISTERED MAIL – e.g. USPS/FEDEX/UPS/DHL** (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.

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

### 3. You must Submit:-

- ☐ ***Completed Renewal Application Form*** which **must** be printed in colour, on legal size paper (8½”x14”), on both sides. MRP Renewal Forms are available under Embassy Documents #.2 on the CGNY webpage.
  
- ☐ ***The original Machine Readable Passport*** (whether expired or not).  
*Please note that your current passport will be retained until the completion of your new passport.*
  
- ☐ ***Passport Applications with Changes to Name, Marital Status or Citizenship***  
If there are changes to your name, your marital status, or your citizenship, since the issue of your current passport, you **must** submit a **notarized coloured copy** of the relevant documents to support the change.
  - **Change of Name** due to legal name change, **Marriage** or **Divorce**:  
You must submit a notarized coloured copy of deed poll, name change document, Marriage Certificate or Divorce Decree Absolute
  
  - **Change of Marital Status**:  
You must submit a notarized coloured copy of either the Marriage Certificate or Divorce Degree/Absolute.
  
  - **Acquired another Citizenship**:  
You must submit a **notarized** coloured copy of the Certificate of Citizenship and a **notarized** coloured copy of the foreign country’s passport (*if available*).
  
  - **Applicants sixteen to eighteen (16-18) years old:-**
    - ☐ 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”, duly notarized (*see Embassy Document #9*), please follow guidelines on the form.
    - ☐ Section 7 of the Renewal form **must** be completed and a **notarized colored copy** of a valid ID, of the parent giving permission, **must** accompany the application. Any court orders pertaining to custody of the Applicant must be submitted (*if applicable*).
    - ☐ Two (2) passport size photograph
    - ☐ Money Order

#### 4. General Guidelines

- i. 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 used your married surname*).
- ii. Renewal application forms must be thoroughly completed and contact information **must** be provided. (*The use of correction fluid/liquid paper is not permitted*).
- iii. 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 the applicant**, and that both signatures are similar. Please sign within the boxes; your signature **must not** touch the lines of either box.
- iv. The Trinidad and Tobago Machine Readable Passport (MRP) is provided to citizens of Trinidad and Tobago **only**.
- v. This form is completed by applicants sixteen (16) years and over **ONLY** if your current/last issued passport is/was a MRP.
- vi. Passports **cannot** be mailed to P.O. Boxes, completed passports are delivered via FedEx.

*If you are unable to print the forms, you may mail a request for form(s) to the Consulate General, together with a self-addressed prepaid (15” x 10”) envelope, and forms will be sent to you.*

#### 5. Application Fees and Mailing Information:-

Fees are paid by **MONEY ORDER ONLY** and made payable to:-

**Consulate General of Trinidad and Tobago** - (one money order for **each** application).

Fees for lost and mutilated passports vary.

(See Embassy Documents No 16 on the website)

#### **FEES FOR RENEWAL**

**16 TO 59 YEARS – NINETY DOLLARS (US\$90.00)**

**60 YEARS AND OVER – FIFTY DOLLARS (US\$50.00)**

**All fees quoted include the price of the passport plus Postage**

**6. Photograph Specifications+ (Please ensure that ALL boxes are checked)**

- ☐ The photo shall be **no 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** jewelry, markings, tattoos or piercings on any part of the applicant's face, as to obscure an even appearance on the portrait.
- ☐ Photo should be in color, and photo size must be 2" x 2".
- ☐ The size of the face from crown of head to chin must be between 1"- 1<sup>3</sup>/<sub>8</sub>".
- ☐ Camouflage print/clothing must not be worn in the photo, shoulders should be covered.

**7. Replacement of Lost, Stolen or Mutilated Passport**

**DOCUMENTS TO BE SUBMITTED:**

- ☐ Completed MRP Passport Renewal Application Form and all other items listed under Requirements **#3 above** (*with the exception of fees, which will be determined upon approval*).
- ☐ A Notification Form for a ***Lost, Stolen or Mutilated Passport***, which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration at the Consulate General, NY (*see Embassy Documents #7*).
- ☐ 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 must be submitted to the Consulate General.***

***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.***