



Consulate General of the Republic of Trinidad and Tobago

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▪ Website: www.foreign.gov.tt/cgnynewyork

TRINIDAD AND TOBAGO MACHINE READABLE PASSPORT (MRP) RENEWAL

Instructions for 16 Years of Age And Over

Eligibility

- Passports beginning with **TA, TB, TC, BA** (etc.) are Machine Readable Passports (MRPs).
- Only **citizens of the Republic of Trinidad and Tobago** are eligible to apply.

Step 1. - Application Methods - (you can choose either an in person appointment **or** mail in your completed application form and supporting documents).

- **Option 1 - In-Person Appointment**
 - Request an appointment by emailing: cgnypassportappointments@foreign.gov.tt;
 - Include full name, date of birth, passport number, and telephone contact;
 - You will then receive a call or email to finalize your appointment date.
- **Option 2 - Mail-In Application Guidelines**
Read the following “Steps” carefully to ensure you include all required documents and information.

Step 2. - Required Documents

- Visit the Consulate’s website and go to **Embassy Documents No.2** for the Machine Readable Passport renewal form https://foreign.gov.tt/documents/634/2._CGNY_MRP_Renewal_Form_rUujr6u.pdf
- Completed Renewal Application Form (printed in colour, legal size paper 8½” x 14”, double-sided – do not use “gel” pen)
- Original Trinidad and Tobago passport **and** a coloured copy (expired or valid)
- Two (2) passport photographs (see specifications below)
- Money order for applicable fee. See below for fees
- If changes occurred (eg. name, marital status, citizenship), all **original** documents must be submitted
- Applicants aged **16–17** must also provide:-
 - Valid picture ID (or notarized “Verification of Identity Form” if no ID)
 - Parent’s notarized ID and custody documents (if applicable).

Step 2 (continued) - General Guidelines

- “Single” means **never married**; all marriages must be declared with certificates.
- Forms must be completed thoroughly; **correction fluid is not permitted**.
- Applicant signatures must be consistent and fit within designated boxes.
- Passports are delivered via **FedEx** (not to P.O. Boxes).

Fees (Money Order Only)

Payable to: **Consulate General of Trinidad and Tobago**

AGE	NO. OF PAGES	COST \$US
16 to 59 years	Regular - 32	\$126.00
	Business - 48	\$156.00
60 years and over	Regular - 32	\$50.00

- Fees for **lost or damaged passports** vary and are determined during processing.

Photograph Specifications

- **Recent photo:** Taken within the last **6 months**
- **Eyes & mouth:** Eyes open, mouth closed, clearly visible
- **Hair & face visibility:** No hair covering forehead, eyes, ears, or any facial features
- **Pose & expression:** Facing squarely to the camera, neutral expression (no smiling), not angled
- **Head alignment:** Head upright; horizontal line between eyes parallel to picture edge
- **Face visibility:** Both edges of the face and ears clearly visible
- **Background:** Plain white background
- **Lighting:** Even lighting, no shadows or reflections on face
- **Eyewear:** No glasses or contact lenses
- **Headdress:** Allowed only for religious or medical reasons
- **No facial adornments:** No jewelry, markings, tattoos, or piercings that obscure facial appearance (**no** piercings on face)
- **Colour photo:** Must be in colour
- **Photo size:** 2” x 2”
- **Face size:** From crown to chin between 1” and 1 $\frac{3}{8}$ ”
- **Clothing:** No camouflage prints; shoulders **must** be covered.

Step 3. - Submission Instructions

Place your completed application form and required documents in a 15"x 10" envelope. If you are requesting forms or additional assistance, include a **prepaid** self-addressed envelope 10"x 13". Use **registered mail** (USPS, FedEx, UPS, or DHL) to track delivery to the Consulate

Send to:- **Consulate General of Trinidad and Tobago**
125 Maiden Lane,
4th Floor
New York, NY 10038
Attention: Immigration – MRP Renewal

Step 4. - Confirmation

- You will receive a receipt via mail
- Once your passport is ready, the Consulate will contact you by phone
- The Consulate may contact you by phone, email or mail if additional documents are required.

Additional documents for Lost, Stolen, or Damaged Passports

- Submit renewal form and required documents
- Provide a Notification Form for a lost, stolen, or mutilated Trinidad and Tobago passport (*which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration at the Consulate General, NY*)
 - Visit the Consulate's website → Embassy Documents No. 7 → download and complete.
 - Ensure the form is printed **front and back on the same page, size 8½ x 14"** paper.
- Fire damage requires a **Fire Department report** (*if unable to secure the report, a letter can be requested from Consulate General to present to the Fire Department*).
- Mutilated passports must be submitted.
- Fees vary; determined during processing.
- Once reported, the old passport is **deactivated** and no longer valid for travel