



Consulate General of the Republic of Trinidad and Tobago

125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.

Tel.: (212) 682-7272 ▪ Fax: (212) 232-0368 ▪ E-mail: cgnyconsulateinfo@foreign.gov.tt

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

MACHINE READABLE PASSPORT (MRP) RENEWAL

Instructions And General Information

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)
 - **Mail-in Applications**

Your completed application form, together with required documents, money order, passport size photo and a self addressed prepaid envelope (size 10"x13") to be mailed to:

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

REQUIRED DOCUMENTS

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 No.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 (available on the webpage;, please follow guidelines on the form).
- ☐ Section 6 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).
- ☐ Passport-size photograph
- ☐ Money Order

<u>FEES FOR RENEWAL</u>	
16 TO 59 YEARS	- NINETY DOLLARS (US\$90.00)
60 YEARS AND OVER	- FIFTY DOLLARS (US\$50.00)
All Fees Include the Price of The Passport, plus Shipping:	

<u>PHOTO SPECIFICATION</u>	
✓	COLOR PHOTO
✓	NOT MORE THAN 6 MONTHS OLD
✓	WHITE BACKGROUND
✓	SIZE: 2" x 2"

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 **will not** be mailed to P.O. Boxes.

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**. *Individual money orders must be made for each application.*
All fees quoted include the price of the passport, plus shipping:
 - i. Applicants aged 16 to 59 years - Ninety dollars (US\$90.00)
 - ii. Applicants 60 years and over - Fifty dollars (US\$50.00)
- **Completed passports are delivered via FedEx**
 - i. 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).**
 - ii. 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**

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** jewellery, 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 3/8".
- ☐ Camouflage print/clothing must not be worn in the photo.

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 Consul Immigration, Commissioner of Affidavits/US Notary Public .

- ☐ 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.