



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

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

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

▪ Website: [www.foreign.gov.tt/cgnewyork](http://www.foreign.gov.tt/cgnewyork)

**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 you current/last issued passport is/was a MRP.
- Applications can be submitted in person to the Consulate General, Monday to Friday from 8:00 am to 2:00 pm (every 1st & 3rd Thursday – 8:00 am to 12:00 pm) except Consulate General holidays.
- **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.
- Applicants are to ensure that the boxes “*Specimen Signature of Applicant*” and the “*Declaration of Applicant Signature*” are signed. Please sign within the box, your signature **must not** touch the lines of the box.

### 3. REQUIREMENTS:-

#### THE APPLICANT MUST SUBMIT/MAIL:-

- 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 or forms can be collected at the Consulate.
- 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*).
- **One (1)** passport size photo (*see specifications below*).

#### IF YOUR STATUS HAS CHANGED (BY ANY OF THE FOLLOWING) YOU MUST SUBMIT THE ORIGINAL DOCUMENT(S):-

- By Marriage – 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 Resident – 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.

**ONE (1) COLOURED COPY OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS.**

**NOTE:** 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. Otherwise your original documents will be returned with your new MRP when received from Trinidad.

### 4. APPLICATION FEE AND VALIDITY OF PASSPORTS

Fees are paid by MONEY ORDER ONLY and made payable to “Consulate General of Trinidad and Tobago”.

- Applicants aged 16 to 59 years - Sixty Dollars (US\$60.00)
- Applicants 60 years and over - Twenty Dollars (US\$20.00)
- Postage via FedEx (*if required*) - Fifteen Dollars (\$US15.00) *Two to Three days shipping*  
Twenty-Four Dollars (\$US24.00) *Next day/Overnight shipping*

*Individual money orders must be made for each applicant.*

The maximum period of validity is **TEN (10)** years from the date of issue.

## 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 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 contact lens (clear lens included)
- 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".

## 6. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

### DOCUMENTS TO BE PRODUCED:

- Completed Passport Application Form.
- A Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of The Peace.
- One (1) passport size photograph.
- All documents which were submitted with previous application (Original Birth Certificate etc).
- An Incident Report from the Police Station in the Applicant's district stating that the loss was reported. (*if applicable*)
- 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 would be **retained** by the Consulate General.
- 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 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:-

Visit the Consulate's General website [foreign.gov.tt/cgnewyork](http://foreign.gov.tt/cgnewyork)

**FOR APPLICATIONS SUBMITTED BY MAIL** – a yellow receipt and attached instructions will be mailed to the address on your form. It will detail how to check the status of your passport online.

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