



High Commission for the Republic of Trinidad and Tobago

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**FIRST-TIME APPLICATIONS
MACHINE READABLE PASSPORT (MRP)
TRINIDAD AND TOBAGO CITIZENS 16 AND OVER**

ALL FIRST-TIME APPLICANTS for the Machine Readable Passport **MUST** make an appointment to appear in person at the High Commission after the completion of an application form and the collation of all supporting **Original documents as well as coloured photocopies**, by calling the High Commission at (0)207 245 9351.

N.B. Your photograph will be captured live on the date of the appointment.

1) GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- Passport application forms are available at the Trinidad and Tobago High Commission, London or via the Trinidad and Tobago Ministry of Foreign Affairs website: <https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/high-commission-london-united-kingdom/>
- On completion of the application form, applicants must ensure that the name entered on the form is the name the applicant wishes to appear in the passport.
- Applicants are to ensure that the boxes, “Specimen Signature of Applicant” and the “Declaration of Applicant Signature” are signed. Please sign within the box. Signature must not touch the border.
- Applicants unable to meet the requirement to have the **DECLARATION OF THE RECOMMENDER** section stamped and signed, kindly note this section can be waived by the Immigration officer if the application is submitted at the High Commission in London. However, applicants are required to complete the **REFERENCES** section of the form.
- Form to printed on white photocopy paper only. Use of recycled paper is prohibited.

2) PROOF OF CITIZENSHIP

Citizens born in Trinidad and Tobago must provide the following ORIGINAL documents as evidence of citizenship:

- Birth Certificate – Computer generated with PIN. **Given name/s must be included.**
- Current Trinidad and Tobago passport even if expired.
- Affidavit(s), Statutory Declaration(s), Deed Poll(s) or Change of Name Deed(s) (where applicable), **Deed Polls or Change of Name Deeds must be registered by the Local Government Authority of the country in which the document was obtained.**
- If you acquired citizenship of another country, you must produce the citizenship certificate and passport of that country. The date of acquisition and how acquired must be clearly stated.
- Restoration of Trinidad and Tobago Citizenship Certificate (where applicable).
- Female applicants who are married **MUST** submit their marriage certificate(s). **“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 spouse’s surname. For multiple marriages, all original certificates including decree absolutes or spouse’s death certificate **MUST** be submitted.

Citizens born outside of Trinidad and Tobago who have acquired citizenship by any of the following must submit:

- **Descent** –
 - Birth Certificate with parent’s name
 - Current Passport of country of Birth
 - Proof of parent(s) Trinidad and Tobago citizenship (i.e. their Birth Certificates, Marriage Certificate(s), Decree Absolute(s), Restoration Certificate **AND** Passports) or Trinidad and Tobago citizenship certificates
 - Parent’s Foreign Citizenship Certificate e.g. (Naturalization, Registration etc...)
- **Registration** - Certificate of Registration, Birth Certificate
- **Naturalization** - Certificate of Naturalization, Birth Certificate
- **Adoption** - Certificate of Adoption with Personal Identification Number (PIN).

ADDITIONAL ORIGINAL DOCUMENTS TO BE SUBMITTED:

- Current Trinidad and Tobago Passport even if expired
- Marriage certificate(s) and/or divorce documents (where applicable)
- Affidavit(s), Statutory Declaration(s), Deed Poll(s) or Change of Name Deed(s) (where applicable), **Deed Polls or Change of Name Deeds must be registered by the Local Authority of the country in which the document was obtained**
- Certified Birth Certificate issued by the Trinidad and Tobago Registrar General’s Office

NOTE: Mutilated, altered, or damaged passports and ID’s are not acceptable as proof of identity.

3) CUSTODY OF CHILD (CHILDREN UNDER THE AGE OF 18) SEPARATED OR DIVORCED PARENTS.

The parent or guardian to whom custody of the minor child/children has been awarded, must produce evidence of the court order and any other relevant documentary evidence as may be required to support his/her claim. If the parents have joint custody, the other parent must submit a declaration giving consent for the application of the child's passport.

NOTE: IF THE INFORMATION ON THE APPLICATION FORM DIFFERS FROM THE INFORMATION ON THE DOCUMENTARY EVIDENCE PRODUCED, YOU MAY BE REQUIRED TO SUBMIT A SWORN DECLARATION TO CLARIFY ANY DIFFERENCES.

4) PAYMENT OF THE APPLICATION FEE IN THE UNITED KINGDOM

Payment will be accepted in **Cash or Postal Orders only (Individual Postal Orders must be made for each applicant)**. Postal orders are to be made payable to the “**Trinidad and Tobago High Commission**”.

Adults (16 and over)	£44.00 (Ordinary Passport 32 page)	
Senior citizens 60 and over are exempt from the passport fee but must pay the Diplomatic Service Charge (DMSC)	£14.00 (Ordinary Passport 32 page)	

Please note there is no card payment facility.

5) VALIDITY OF PASSPORTS ISSUED

The Machine Readable passports will be valid for a maximum period of ten (10) years from the date of issue.

6) LOST, STOLEN, OR MUTILATED PASSPORTS

ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH APPLICATION IF PASSPORT TO BE TENDERED AT FIRST MRP APPOINTMENT IS LOST, STOLEN OR MUTILATED:

- Completed Notification Form for a Lost, Stolen or Mutilated Trinidad and Tobago Passport. Please ensure that you complete each section of the form that pertains to or is relevant to you. The form must be certified by a Solicitor, Commissioner of Affidavit or Justice of the Peace which means they must stamp, sign and date the form, provision is made for this at the bottom of page two (2) of the form.
- You must verify that you have reported the loss/theft to the police, the date reported and police station at which it was reported, also making sure to enclose a police report. Please note if a police report was not issued, a Statutory Declaration (affidavit) stamped and signed by a Solicitor, must be submitted in lieu, informing of the following:
 - Name and Address;
 - Lost/stolen passport number (if available);
 - How the passport was lost, the address and date the loss occurred;
 - Reason for replacement of passport lost;
- In cases of loss by fire, a certified report from the Fire Authorities must be submitted. In this case no police report is necessary
- Insert at Section six (6) how, when and where the loss/theft/mutilation occurred, in this respect a statement is to be written on how this occurred, the actual address and date.
- Submit one (1) Government/Official issued photo identification (copy of the lost passport, drivers permit, learners permit, etc...) two (2) identical passport sized photos (against a pure white background). Please note your expression for the photo must be neutral (no smiling, spectacles, coloured contacts, facial piercings or hair on the forehead).

N.B. FEES VARY FOR THE REPLACEMENT OF A LOST, STOLEN OR MUTILATED PASSPORT. THE FINAL AMOUNT WILL BE DETERMINED DURING PROCESSING.

N.B.* COLOUR PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS AND MUST BE LEGIBLE.

ANY DOCUMENT NOT RECORDED IN ENGLISH MUST BE ACCOMPANIED BY AN OFFICIAL TRANSLATION IN ENGLISH.

The High Commission does not have any control over the delivery time for a passport. Applications are forwarded to Port of Spain for processing, and upon completion, are returned to the High Commission for delivery to the applicants. Applicants are therefore advised to submit their applications at least/approximately six (6) months prior to its expiration to allow for processing time and thereby not be without a valid passport in their possession.

WHEN COLLECTING MACHINE READABLE PASSPORTS, THE PREVIOUS PASSPORT MUST BE TENDERED FOR CANCELLATION. (PLEASE SEE METHODS OF COLLECTION). IT IS ALSO IMPORTANT THAT YOU "CHECK THE DETAILS" FOR CORRECTNESS AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ISSUING OFFICE.

THE USE OF CORRECTION FLUID IS STRICTLY PROHIBITED

PLEASE DO NOT BEND OR FOLD THE FORM(S)