



High Commission for the Republic of Trinidad and Tobago

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

All children under the age of 16 **MUST** appear in person for the application of their **FIRST- Machine Readable Passport application**. The respective parent(s)/legal guardian(s) **MUST** make an appointment 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. The child's 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, the parent/legal guardian must ensure that the child's name is entered correctly.
- The "Specimen Signature of Child" must be signed by the child (once able to sign) and the "Declaration of Applicant Signature" is to be signed by respective parent/legal guardian. The signatures must be contained within the box and 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, the parent/legal guardian must complete the **REFERENCES** section of the form.
- Form **not** to be printed on recycled paper

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 Personal Identification Number (PIN).
- 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 the child has acquired citizenship of another country, the citizenship certificate of that country and passport must be submitted. The date of acquisition and how acquired must be clearly stated.

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). Birth Certificate where also possible.

ADDITIONAL ORIGINAL DOCUMENTS TO BE SUBMITTED:

- 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 Authority of the country in which the document was obtained.**
- Certified Birth Certificate issued by the Trinidad and Tobago Registrar General’s Office.

3) CONSENT FOR MINORS

- If only one parent will be present at the appointment and the absent parent’s name appears on the Certificate of Birth, a **Notarized** letter of Consent from the absent parent/legal guardian informing that they are aware of the application on behalf of the child must be submitted. Please also note that a **notarized form of identification** must also be presented. **Both the Consent form and ID must be Notarized by a Notary Public/Solicitor.**
- If the absent parent resides in Trinidad and Tobago, a **Statutory Declaration/Affidavit** should be obtained from a “*Commissioner of Affidavit*” informing that parent is aware of the application being made on behalf of the child. Please also note that a **notarized form of identification** must also be presented.
- If only one parent’s name appears on the Certificate of Birth, a letter of authorization/Statutory Declaration would not have to accompany the application.
- If one parent is deceased, the **Certificate of Death** must be submitted.

CUSTODY OF CHILD

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**”.

Children aged 2 to 15 years	£44.00
Children under 2 years	£14.00

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 five (5) 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 each section of the form is completed. 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.
- Verify that the loss/theft has been reported 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:
 - Child's 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;
 - Signature of parent as the applicant
- 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. 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 STRICLY PROHIBITED

PLEASE DO NOT BEND OR FOLD THE FORM(S)