



PASSPORT APPLICATION

For Trinidad and Tobago Citizens 16 years of age and over

INSTRUCTIONS AND GENERAL INFORMATION

ENTITLEMENT TO A TRINIDAD AND TOBAGO PASSPORT IS RESTRICTED TO CITIZENS OF TRINIDAD AND TOBAGO ONLY.

ALL first-time applicants for the Machine Readable Passport MUST appear in person at the designated Immigration Office

Fees (Pay by Money Order Only): Renewal-\$72.00

Exp. Lost PP - \$72.00 | Valid Lost PP - \$191.00 | Damaged/Mutilated PP - \$191.00

1. CITIZENSHIP

Original documentary evidence of your Trinidad and Tobago Citizenship must be submitted and will be returned to you.

If you were born in Trinidad and Tobago, you must provide the following documents:

- **Electronic Birth Certificate** – Computer generated with pin number.
 - Please include supporting affidavit, where applicable.
- **Trinidad and Tobago Identification Card** and /or **Previous Passport or Driver's License**
 - (U.S. residents – where applicable, **ARC (green card)** and/or a **valid state issued photo I.D.**)
- If you acquired citizenship of another country, you must produce the **citizenship certificate** of that country. The **date of acquisition** must be stated.
- **Restoration Certificate** where applicable.
- **Passport of Countries of other citizenship.**

If you were born outside of Trinidad and Tobago and are a citizen by any of the following, you must submit:

- **Descent-** Birth Certificate, valid form of identification (passport/driver's license), proof of parents' Trinidad and Tobago citizenship; their birth certificates, marriage certificates and passports, Trinidad and Tobago citizenship certificates, etc.
- **Registration-** Certificate of Registration, Birth Certificate, other documents as may be required.
- **Naturalisation-** Certificate of Naturalisation, Birth Certificate, other documents as may be required.
- **Adoption-** Certificate of Adoption, Birth Certificate where possible, Statement from Adoption Board giving place of birth. Other documents as may be required.

Submit Affidavit(s)/Deed Poll(s) / Legal Name Change Documents (where applicable).

Female Applicants who are/were married must submit their Marriage Certificate(s).

Where applicable, all original certificates including Divorce Decree(s) and/or Death Certificate(s) must be produced.

**N.B.* COLOUR PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS, AS WELL AS A COPY OF THE BIO-DATA INFORMATION OF THE MOST RECENT PASSPORT*

2. REQUIREMENTS

The applicant **must** –

- Complete and sign the application form.
- Have the application form signed by an eligible recommender (See Section 4).
- Submit the most recently issued passport in which his/her name appears, even if expired.
- Ensure that the name entered on the application form is the name the applicant wishes to appear in the passport.
- Provide evidence of any change of name, other than by marriage, by submitting a **Deed Poll or Legal Name Change Document**

The written authority of the parent/legal guardian is required for applicants under the age of 18 years.

3. PHOTOGRAPH

First-time applicants for the Machine Readable Passport are not required to submit photographs.

4. DECLARATION OF THE RECOMMENDER

- (1) The Recommender who countersigns the application must have known the **applicant** personally for at least three (3) years and know the applicant and the child well enough to certify that the statements made in the application are true.
- (2) **The Recommender must not be an immediate relative of the applicant.**
- (3) The Recommender **must** be a citizen of Trinidad and Tobago and be included in one of the following categories:
 - **Minister of Religion registered under law to perform marriages.**
 - **Managing Director, Director and Manager of Banks and Companies.**
 - **Professionals (University Graduates). (State qualifications)**
 - **Member of Parliament, Mayor, Borough or County Councillor.**
 - **Notary Public/Justice of the Peace/Commissioner of Affidavits.**
 - **Senior Public Servants (Range 30 and above).**
 - **Police Officer (Corporal and above rank). (Include Regimental Number)**
 - **Fire Sub-Officer and above rank. (Include Regimental Number)**
 - **Prison Officer II and above rank. (Include Regimental Number)**
 - **Member of Defence Force (Corporal/Leading Seaman and above rank). (Include Regimental Number)**
 - **School Principal, Vice-Principal, Lecturer, Graduate Teacher (Teacher I and above rank).**

THE RECOMMENDER MUST ENDORSE THE OFFICIAL STAMP OF THE FIRM OR ORGANIZATION IN THE SPACE PROVIDED IN SECTION 5 OF THE APPLICATION FORM

**IF NONE OF THE ABOVE LISTED CITIZENS ARE AVAILABLE,
ANY CITIZEN WHO IS AN ADULT AND SATISFIES (1) AND (2) OF THE ABOVE REQUIREMENTS
WILL BE ACCEPTED.**

****If the Recommender is a retiree or is unemployed or self-employed, his/her home address should be provided in Section (5) of the application form in lieu of address of organisation /firm.**

5. VALIDITY OF PASSPORTS ISSUED TO APPLICANTS 16 YEARS AND OVER

The maximum period of validity is **five (5)** years from the date of issue.

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 passport sized photograph.
- All documents which were submitted with previous application (Original Birth Certificate etc).
- An Incident report from Police Station in the Applicant's district stating that the loss was reported. (Optional)
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police certificate.
- Other documents as may be required at the time of interview for a replacement passport.

It is to be noted that the reported Lost, Stolen or Mutilated Machine Readable Passport will be de-activated upon submission of the relevant forms and as a result, would no longer be valid for travel.

**IMPORTANT NOTICE
PROTECT YOURSELF & YOUR CHILD FROM IDENTITY THEFT - REPORT YOUR LOST
OR
STOLEN PASSPORT**

PLEASE NOTE: THE USE OF CORRECTION FLUID IS STRICTLY PROHIBITED ON THE APPLICATION FORM