



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 for your jurisdiction](#).

1. APPOINTMENTS

All applicants must secure an appointment at the office of the Trinidad & Tobago Consulate General in order to have their application processed. Appointments can be made by calling (212) 682-7272 ext 1134 from Monday to Friday between 9.00am and 3.00pm.

All applicants must appear in person.

2. FEES

Pay by Money Order only to the Consulate General of Trinidad & Tobago.

Renewal	US\$60.00
Expired Lost Passport	US\$60.00
Valid Lost Passport	US\$179.00
Damaged/Mutilated Passport	US\$179.00

3. 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. All citizens born in Trinidad & Tobago must present the new electronic birth certificate in order to apply for a machine readable passport.
[Click here to download a birth certificate request form.](#)
 - 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.

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.
- **Naturalisation-** Certificate of Naturalisation, Birth Certificate.
- **Adoption-** Certificate of Adoption, Birth Certificate where possible.

**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*

4. APPLICATION FORM REQUIREMENTS

- The applicant **must** complete and sign the application form.
- The application form must not be bent or folded.
- The use of Correction Fluid is strictly prohibited on the application form.
- Have the application form signed by an eligible recommender (see Section 7).
- Ensure that the name entered on the application form is the name the applicant wishes to appear in the passport.

1. How to get an Application Form::

- Only passport application forms downloaded from this site or available at the office of the Consulate General of Trinidad & Tobago in New York can be used.
- An application form can be requested by mail by sending a self-addressed stamped envelope measuring 8 ½" x 14" to the Trinidad & Tobago Consulate General.

2. Printing the Downloaded Application Form:

- Paper size should be no smaller than **Legal size** (8 ½ x 14 inches).
- Applications must be printed using **both sides** of each page.
- Please print application forms in color on white paper. Photocopies of supporting documentation should also be in **color**.
- In Adobe Acrobat, the following print settings should be used:
 1. *Page Scaling*: None
 2. *Auto-Rotate and Center* should be unchecked.

5. OTHER REQUIRED DOCUMENTS

- Submit the most recently issued passport in which his/her name appears, even if expired.
- Provide evidence of any change of name, other than by marriage, by submitting a **Deed Poll or Legal Name Change Document**.

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6. PHOTOGRAPH

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

7. 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).**

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.
- (4) **THE RECOMMENDER MUST ENDORSE THE OFFICIAL STAMP OF THE FIRM OR ORGANIZATION IN THE SPACE PROVIDED IN SECTION 5 OF THE APPLICATION FORM**
- (5) ****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.**

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

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

9. 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**

Download Passport Application Form >> [Adult](#) - [Child](#) (under 16yrs)

Also see >> [Passport - Third Party Pick-up Authorization](#)