

Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Ave, NW, Washington D.C 20036

202-467-6490 ext 1003

MACHINE READABLE PASSPORT RENEWAL (MRP) APPLICANT CHECKLIST

PLEASE NOTE:

- Applicants **16 years of age and over** who are already holders of Machine Readable Passports (MRP) must submit their application **VIA MAIL**. For children under the age of 16 who are holders of MRP passports, please be guided by the 'Checklist for Trinidad and Tobago Passport for Minors Under 16 years of Age' www.foreign.gov.tt/embwashington
- All applicants who were previously issued a T&T MRP passport must produce that passport which was last issued to them in order to process a renewal. If the most recently issued passport is not available/damaged, please follow and complete the 'Lost/Stolen/Mutilated' Passport checklist and application form at www.foreign.gov.tt/embwashington
- All applicants who have a Machine Readable Passport can renew them six (6) months prior to the expiration date of their passport.
- **ALL APPLICANTS** must sign in the signature box in the front and back of the form.
- Complete the form using either blue or black ink that is NOT erasable. The use of correction fluid is **NOT** permitted when completing T&T passport application forms.

PLEASE PRODUCE ALL RELEVANT ORIGINAL DOCUMENTS LISTED BELOW AT THE TIME OF YOUR APPLICATION SUBMISSION, ALONG WITH ONE (1) COLOURED PHOTOCOPY OF EACH ORIGINAL DOCUMENT SUBMITTED. NB: Additional documents may be required on a case by case basis from the Immigration Department.

- Current Trinidad and Tobago Machine Readable Passport (*Valid or expired*)
- Completed machine readable passport application form, **GREEN BORDER** (printed on **LEGAL SIZE** paper 8 ½ x 14; scaled to fit the dimensions of the page) www.foreign.gov.tt/embwashington
- Two (2) **high quality passport sized, coloured photographs**- white background, no smiling, no glasses, no facial piercings, both ears visible, no hair on forehead, no shadows, no coloured contacts. Photos submitted must be taken within 6 months of the submission of the application. *Photos for MRP renewals can be taken at the Embassy free of charge if the application is being submitted in person.*
- Marriage Certificate for each Marriage that occurred AFTER the MRP being renewed was issued – With affixed seal/stamp from relevant judicial authority (*applicable to women only*)
- Divorce Certificate(s)/ Decree Absolute for each Marriage that occurred AFTER the MRP being renewed was issued- With affixed seal/stamp from relevant judicial authority (*applicable to women only*)
- Death Certificate of Husband(s) who passed while applicant was still legally wed to them. This must be produced if the death occurred AFTER the MRP being renewed was issued. (*applicable only to women*)
- Name Change Certificate or Deed Poll for change in name that occurred AFTER the MRP was issued. (*only if applicable*)
- Valid Photo ID (e.g. *Green Card, Driver's License, State/National Issued Identification, Work Authorization Card*) (Please provide ALL applicable forms of ID available for both TT & US. Kindly note that applicants who are mailing in their application can submit coloured copies of their IDs)
- Certificate of Citizenship of any country for which applicants hold citizenship that occurred AFTER the MRP being renewed was issued.
- Passport(s) of any other countries for which the applicant holds citizenship. *Please note that applicants who are mailing in their application can submit coloured copies of their foreign passport with their application.*

MONEY ORDERS made payable to 'The Embassy of Trinidad and Tobago' are the **ONLY** form of payment that will be accepted for ALL APPLICATIONS. Please be guided by the following regarding money orders for processing of passports:

- For Persons **under 2 years of age**, a money order for **\$20.00** is required for processing.
- For persons **between 2 and 59 years of age**, a money order for **\$60.00** is required for processing.
- For persons **60 years of age and older**, a money order for **\$20.00** is required for processing.

ADDITIONAL REQUIREMENTS FOR MAIL-IN APPLICATIONS

- **MONEY ORDER** made payable to 'Embassy of Trinidad and Tobago' in the amount of **\$26.35** for Priority Mail Express. **Passports will NOT be sent out via regular mail**
- **AUTHORIZATION LETTER**, giving the Embassy of Trinidad and Tobago permission to have your passport/s (old and new) sent to your preferred address. ALL authorization letters must include the FULL ADDRESS of where the passports should be mailed and to whom it should be addressed. Samples for authorization letters can be found at www.foreign.gov.tt/embwashington