

CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

185 Sheppard Avenue West, Toronto, Ontario, M2N 1M9

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Machine Readable Passport Instructions – First Issue

ALL FIRST-TIME APPLICANTS FOR THE MACHINE READABLE PASSPORT MUST MAKE AN APPOINTMENT AND APPEAR IN PERSON WITH SUPPORTING DOCUMENTS BEFORE AN IMMIGRATION OFFICER. APPOINTMENTS ARE MADE BY CALLING 416-495-9442.

FORMS

Passport application forms can be obtained from the High Commission for the Republic of Trinidad and Tobago in Ottawa, Consulate General of the Republic of Trinidad and Tobago in Toronto, any immigration office or downloaded from the website: <https://foreign.gov.tt/cgtoronto>. A passport application form can also be obtained from the Consulate by submitting a request and a pre-paid self-addressed stamped 8 and 1/2 x 14 inches (legal size) envelope or by collecting form in person at our office any weekday (excluding public holidays) between the hours of 9 a.m. and 12 noon.

Applicants must submit a completed and signed application form in the name you wish to appear in the passport.

The use of correction fluid is strictly prohibited on the application form. Do not bend, fold or crease the form.

Separate application forms are to be used for applicants 16 years and over (adult form with blue border), and minor children under 16 years (child form with yellow border).

PHOTOS

Photographs are **NOT** required to be submitted for the **first** issue of a Machine Readable Passport as there will be a live image capture at the Consulate (**except applications for Lost/Stolen/Mutilated passports**).

There must be no facial jewelry (e.g. nose stud, coloured contact lenses, facial studs etc.).

Do not pin, staple or glue photographs to the application form.

Your hair must not cover any portion of your face and ears as full facial features from bottom of chin to top of forehead must be clearly visible.

On the day of your appointment, please avoid white or light grey upper garments as this sometimes affects the photograph. Headdress may be accepted only in keeping with religious customs or for medical reasons.

VALIDITY

If you are 16 years of age or older your passport will be valid for 10 years from the date of issue, unless where limited to a shorter period. If you are **under** 16 years of age your passport will be valid for 5 years from the date of issue, unless where limited to a shorter period.

FEES

Payment for the passport is only in the form of a **MONEY ORDER** made payable to the “CONSULATE GENERAL OF TRINIDAD AND TOBAGO”. The Consulate does not accept cash, personal cheques, credit card, debit card, credit union cheques, etc. Individual money orders **must** be made for each applicant.

Current fees (up until April 30 th , 2023)	With effect from May 1 st , 2023 onwards
<ul style="list-style-type: none">\$88.00 applicants (applicant is over the age of 2 but under 60)	<ul style="list-style-type: none">\$110.00 applicants (applicant is over the age of 2 but under 60)
<ul style="list-style-type: none">\$40.00 child UNDER THE AGE OF 2 years	<ul style="list-style-type: none">\$62.00 child UNDER THE AGE OF 2 years
<ul style="list-style-type: none">\$40.00 applicants 60 years and over	<ul style="list-style-type: none">\$62.00 applicants 60 years and over

Note: Please call us for fee information for the replacement of lost, stolen or mutilated passports.

GENERAL INFORMATION

Tampered, altered, damaged or mutilated documents are not valid and will not be accepted.

Proof of identity must be established by presenting valid government issued photo identification (photo ID card and most recent passport).

If you cannot submit your most recent Trinidad and Tobago passport, you must complete a notification form for a mutilated, lost or stolen passport, along with the regular requirements for the first issue of machine readable passport application. Please view the instructions on replacing a lost/stolen/mutilated passport on the last page of this document.

Submit the passport of your parent with your name endorsed if you are not the holder of an individual passport (where applicable).

Trinidad and Tobago citizens by **birth and descent** only, who acquired citizenship of a foreign country **after July 29th 1988**, would **not** have lost their Trinidad and Tobago citizenship.

Citizens of Trinidad and Tobago, who **voluntarily** acquired citizenship of another country as **adults** before **July 29th, 1988** and as a result **lost** Trinidad and Tobago citizenship, **must** produce a **Restoration Certificate**.

Any errors with respect to **gender, date of birth and date of registration**, on your computer generated Trinidad and Tobago certificate of birth, can **only** be corrected by the **Registrar General's Department** of the Republic of Trinidad and Tobago. This **must** be done **before** an application for a passport can be submitted.

The name recorded in your passport should match the name that appears on your documents e. g. certificate of birth

If you:

- Do not wish to use the names on your certificate of birth
- Spell your name differently
- Added a new name (other than by marriage) compared to what is in your previous passport

you must provide proof of your change of name by submitting a **legal Name Change document, Court Order or Deed Poll**.

All married or previously married women **must** submit a marriage certificate from the Registrar General's Department (for each marriage even if you did not use your married name).

Women **reverting** to a maiden or former name **must** produce a legal change of name document, or a Statutory Declaration.

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.

The applicant will be allowed to retain their previous passport. However, before issuing/delivering the new Machine Readable Passport, the previous passport **must** be submitted to the Consulate General, and both passports will then be returned to the applicant.

ADDITIONAL DOCUMENTS FOR MINORS UNDER 18 YEARS

All **DIVORCED** parents, applying for a passport for a **child under 18 years**, must submit the **ORIGINAL**, bearing the seal of the court of:

- i) The **'Decree Nisi'** from the court, **and**
- ii) The **'Decree Absolute'** or **'Certificate of Divorce'** from the court
- iii) **AND:** any custody order from the court.

In the case of **'Joint Custody'**, consent in the form of a **Statutory Declaration** **MUST** be done by the non-applying parent, **giving permission to the parent who will be attending the interview**, to apply for the child's passport (child's name and date of birth must be stated). The declaration must be accompanied by a notarized photocopy of photo identification (passport or electoral identification card) of the declarant.

Death Certificate must be submitted if the other parent/guardian is deceased.

INSTITUTION GRANTED GUARDIANSHIP

A letter from the institution is required, authorising a specific person to apply for and collect a passport for the child and the court order.

RECOMMENDER

Applicants **must** ensure that the relevant section of the form is completed by a “RECOMMENDER” (**Section (4) for Adults; Section (5) for Minors**). For applications being submitted in Canada the recommender can be **either A CITIZEN OF TRINIDAD AND TOBAGO OR A CITIZEN OF CANADA. If the recommender is a citizen of Canada, where it says “I am a citizen of Trinidad and Tobago”, a neat line can be used to cross out “Trinidad and Tobago” and the word “Canada” can be written in neatly.**

- a) The recommender **must not** be a relative of the applicant and must have known the applicant **personally** for **at least 3 years** and know you well enough to be confident that the statements you have made in the application are true.

- b) Persons in the following categories qualify as a “Recommender”:
 - ❖ **Attorney-at-Law**
 - ❖ **Medical Doctor**
 - ❖ **Notary Public/Commissioner of Oaths**
 - ❖ **School Principal, Vice Principal, Lecturer, Teacher, Professionals (University Graduates)**
 - ❖ **Member of Parliament, Municipal Councillor**
 - ❖ **Director/Manager of Banks and Companies**
 - ❖ **Minister of Religion**
 - ❖ **Military Officer**
 - ❖ **Police Officer**
 - ❖ **Corrections Officer**
 - ❖ **Fire Officer**

- c) The Recommender must endorse the official stamp of the firm or organization in the space provided on the application form, **where applicable.**

REFERENCES

Provide the name address and telephone contact of two (2) persons who are neither your relatives nor your recommender, are 18 years of age or over who have known you for at least 3 years – HERE IN CANADA.

CITIZENSHIP OF TRINIDAD AND TOBAGO

The documents you will be required to present at your appointment depend on the grounds on which you are claiming citizenship of Trinidad and Tobago (1) birth, 2) descent, 3) adoption or 4) registration/naturalization). Please see below for the documents that apply to each.

The interviewing officer reserves the right to request additional documents from applicants to establish claims.

The **ORIGINAL** and two (2) coloured photocopies of required documents must be presented on the day of the interview.

Documents that are **not in English** must be accompanied by an **official translation**, endorsed by a registered Translator for example: Birth Certificate, Marriage Certificate, Death Certificate etc.

1)

CITIZENS OF TRINIDAD AND TOBAGO BY BIRTH

1. A computer generated Trinidad and Tobago Certificate of Birth (not damaged or altered). You are also asked to bring along your hand written certificate of birth (if available), and any accompanying Statutory Declaration. Statutory Declarations done for manual/hand written birth certificates **cannot** be used for the computer generated birth certificate, and a **new** declaration will have to be done.
2. You **must** ensure that the information on your certificate of birth is completely accurate, inclusive of information concerning your name, father's name, mother's name and maiden name (her former surname). All documents should bear consistent bio data information or be accompanied by the necessary corrections, amendments, or declarations.
3. As an applicant who was previously issued a Trinidad and Tobago passport, you **must** produce your most recent Trinidad and Tobago passport.
4. Residents of Canada or any other country **must** produce the permanent resident card or your landing document.
5. Evidence of citizenship of another country that shows the **full date (day, month and year)** of acquisition e.g. (Certificate of Registration, Descent Certificate, Report of Birth Abroad or Certificate of Naturalisation) **and** the most recent passport issued to you by that country.

Canadian citizens require the Certificate of Canadian Citizenship **and** citizenship card (where available). If you cannot produce the certificate with the full date of acquisition, you **must** apply to Canadian Immigration and Citizenship or the relevant authority for a **replacement** or for an official **letter** with the required information (Record of Citizenship).

6. Citizens of Trinidad and Tobago, who **voluntarily** acquired citizenship of another country as **adults** before **July 29th, 1988** and as a result **lost** Trinidad and Tobago citizenship, **must** produce a **Restoration Certificate**.
7. Married **and** divorced women **must** produce **ALL** current and previous Marriage Certificates, issued by the **Registrar General's** office bearing the seal of the Registrar General (**not the certificate from the Church, or the Marriage License issued before the date of the marriage**). **For a Canadian marriage certificate, provide the detailed certificate (long version)**.
8. Female applicants who are now or previously divorced, **must** produce **ALL** Certificates of Divorce or Decree Absolute from the court.
9. A female applicant whose husband is deceased must produce the Death Certificate.
10. Change of Name document or Deed Poll (where applicable).

2)

CITIZENS OF TRINIDAD AND TOBAGO BY DESCENT

The interviewing officer reserves the right to request additional documents from applicants to establish claims.

The **ORIGINAL** and two (2) coloured photocopies of required documents must be presented on the day of the interview.

As an applicant who is a citizen by descent, your parent(s) **must** have been a citizen of Trinidad and Tobago otherwise than by descent **at the time of your birth**. If your parent lost citizenship of Trinidad and Tobago prior to your birth, their citizenship must be restored before you can submit a passport application.

1. Certificate of Birth (**Statement of Live Birth**) issued by your **country of birth** which clearly and correctly states your **date of birth**, your **full name** and the correct **names of your parent(s)**. Any incomplete or incorrect information **must** be corrected by a Statutory Declaration or amendment done by the relevant authority, **before** an application can be submitted.

2. Any relevant document that is **not in English** must be accompanied by an **official translation** done by a Registered Translator, for example: Birth Certificate, Marriage Certificate, Death Certificate etc.
3. Your most recent Trinidad and Tobago passport, if relevant, and that of any other country of which you are a citizen.
4. The Trinidad and Tobago computer generated Certificate of Birth and relevant Statutory Declaration (where applicable), passport, marriage certificate(s) from the Registrar General's Department, divorce certificate(s), citizenship certificate(s), restoration certificate of your **parent(s)** (where applicable).
5. As an applicant who is a resident of Canada, you **must** produce a permanent resident card or your landing document.
6. Evidence of citizenship of another country that shows the full date (day, month and year) of acquisition e.g. (Certificate of Registration, Descent Certificate, Report of Birth Abroad or Certificate of Naturalisation, Certificate of Canadian Citizenship and photo card) and the most recent passport issued to you by that country.
7. Married **and** divorced women **must** produce **ALL** current and previous Marriage Certificates, issued by the **Registrar General's** office bearing the seal of the Registrar General (**not the certificate from the Church, or the Marriage License issued before the date of the marriage**). **For Canadian marriage certificate, provide the detailed certificate (long version)**.
8. Female applicants who are now or previously divorced, **must** produce **ALL** Certificates of Divorce or Decree Absolute from the court.
9. A female applicant whose husband is deceased must produce the Death Certificate.
10. Change of Name document or Deed Poll (where applicable).
11. Certificate of Citizenship Granted under section 5 (1) of the Act (where applicable, for a child born outside of Trinidad and Tobago of a citizen of Trinidad and Tobago by descent).

3)

CITIZENS OF TRINIDAD AND TOBAGO BY ADOPTION

The **ORIGINAL** and two (2) coloured photocopies of required documents must be presented on the day of the interview.

1. Adoption Certificate.
2. The Trinidad and Tobago computer generated Certificate of Birth and relevant Statutory Declaration (where applicable), passport, marriage certificate(s) from the Registrar General's Department, divorce certificate(s), citizenship certificate(s), restoration certificate (if applicable), of your **adoptive parent(s)**. Any relevant document that is **NOT** written **in English** must be accompanied by an **official translation**.
3. Your most recent Trinidad and Tobago passport (where applicable).
4. Evidence of citizenship of another country that shows the full date (**day, month and year**) of acquisition e.g. (Certificate of Registration, Certificate of Canadian Citizenship and photo card) and the most recent passport issued to you by that country.
5. As an applicant who is a resident of Canada, you **must** produce a permanent resident card or your landing document.
6. Married **and** divorced women **must** produce **ALL** current and previous Marriage Certificates, issued by the **Registrar General's** Department bearing the seal of the Registrar General (**not the certificate from the Church, or the Marriage License issued before the date of the marriage**). **For Canadian marriage certificate, provide the detailed certificate (long version)**.
7. Female applicants who are now or previously divorced, **must** produce **ALL** Certificates of Divorce or Decree Absolute from the court.
8. A female applicant whose husband is deceased must produce the Death Certificate.
9. Change of Name document or Deed Poll (where applicable).

CITIZENS OF TRINIDAD AND TOBAGO **BY REGISTRATION OR NATURALIZATION**

The **ORIGINAL** and two (2) coloured photocopies of required documents must be presented on the day of the interview.

1. Certificate of Birth from country of origin. Any document that is **not in English** must be accompanied by an **official translation**, done by a Registered Translator.
2. Certificate of Registration or Naturalization of Trinidad and Tobago.
3. Certificate of Registration of Minor Granted under Section 8 (1) or (2) of the Act.
4. Your most recent Trinidad and Tobago passport.
5. As an applicant who is a resident of Canada, you **must** produce your permanent resident card or landing document.
6. Evidence of citizenship of another country that shows the full date (day, month and year) of acquisition e.g. (Certificate of Registration, Descent Certificate, Report of Birth Abroad or Certificate of Naturalisation, Certificate of Canadian Citizenship and photo card) **and the most recent passport issued to you by that country.**
7. Have you voluntarily acquired citizenship of another country after you became a citizen of Trinidad and Tobago? If so, you **must** submit a **Re-Acquisition Certificate** from the Ministry of National Security.
8. Married **and** divorced women **must** produce **ALL** current and previous Marriage Certificates, issued by the **Registrar General's** office bearing the seal of the Registrar General (**not the certificate from the Church, or the Marriage License issued before the date of the marriage**). **For Canadian marriage certificate, provide the detailed certificate (long version).**
9. Female applicants who are now or previously divorced, **must** produce **ALL** Certificates of Divorce or Decree Absolute from the court.
10. A female applicant whose husband is deceased must produce the Death Certificate.
11. Change of Name document or Deed Poll (where applicable).

REPLACEMENT OF A **LOST/STOLEN/MUTILATED** PASSPORT

Note: The Passport is the property of the Government of Trinidad and Tobago. Any mutilation, tampering (addition or unofficial changes) will render the passport invalid, and it will be considered mutilated whether wilful or accidental.

A passport that was reported lost or stolen must be returned to the Immigration Division (Consulate) if recovered. Do not travel with a passport that was reported lost or stolen.

In addition to the requirements for a machine readable passport the following documents are required when applying to replace a **lost, mutilated** or **stolen** passport:

1. A completed Lost/Mutilated/Stolen notification form, duly signed, notarized and completed in its entirety **must** accompany your completed new passport form.
2. One recent colour passport sized photo **must** be submitted.
3. In case of **loss by fire**, a report from the Fire Authority **must** be submitted.
4. A loss/stolen passport **must** be immediately reported to the Police and the Immigration authorities.
5. In case of a lost/stolen passport, **even if expired**, a report to the Police Division is required. This incident report/confirmation letter **must** be emailed by the relevant Police Division to the Consulate office, **prior** to your appointment. In some cases, the police station may require payment for the generation of the incident report/confirmation letter. Once you have ascertained

how long it will take the police station to send the report to the Consulate, you should call us soon after that timeframe has elapsed to confirm that the Consulate is in receipt of the report.

6. You **must** complete the above mentioned forms and attend an interview **by appointment** at the Consulate and await approval from Port of Spain. The passport processing fee will be determined and communicated to you before the application for a new Machine Readable Passport is processed.