



High Commission for the Republic of Trinidad and Tobago

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RENEWAL OF MACHINE READABLE PASSPORT (MRP) UNDER 16 YEARS

All children under the age of 16 **MUST** appear in person for the application of their Machine Readable Passport renewal 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 photocopies**, by calling the High Commission at **(0)207 245 9351**. Renewing a machine-readable passport (MRP) means the current/last issued passport begins with **TA, TB or BA**

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

- A completed Trinidad and Tobago Child under 16 application form (**yellow border**). 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.
- Application forms must be thoroughly completed and contact information must be provided. **Please note incomplete forms will cause a delay in your application.**
- Form to printed on white photocopy paper only. Use of recycled paper is prohibited.

2) REQUIREMENTS

- Current Trinidad and Tobago Machine Readable Passport of child 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. (CHILD)**
- 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.
- Current passport of parent (s) making the application
- **Original** Marriage Certificate/s of parent making the application if applicable due to changes since applying for previous passport of parent or child **Original** Decree Absolute/s of parent making the application if applicable due to changes since applying for previous passport of parent or child.
- If the parent/s or child has gained/acquired citizenship of any country other than Trinidad and Tobago since the application for the current Trinidad and Tobago Machine Readable passport, the **original document/s** giving such status must be submitted.

- 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. (PARENT’S)**

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 and above	£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.

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 return to the High Commission for delivery to the applicants. Applicants and 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 the meantime.

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 USE OF CORRECTION FLUID IS STRICLY PROHIBITED

FOR RETURN OF PASSPORTS, PLEASE SEE METHODS OF COLLECTION