



ADULT PASSPORT APPLICATION

For Trinidad and Tobago Citizens over 16 years of age

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

INSTRUCTIONS FOR APPLYING FOR A PASSPORT (FIRST-TIME APPLICATION OR RENEWAL)

PLEASE NOTE:

ALL APPLICANTS FOR PASSPORTS MUST FIRST MAKE AN APPOINTMENT BY CALLING THE HIGH COMMISSION AT (0)20 72019661 - 3 & 5

1) COMPLETE AN APPLICATION FORM (USING BLACK INK ONLY)

Complete [Passport Application Form Adult](#) – [for adults 16 years and over] or
Complete [Passport Application Form Children](#) – [for minors under 16 years of age]

Passport application forms can be obtained from the TTHC London consular section, or downloaded from our website - www.tthighcommission.co.uk

NOTE: The machine readable passports will be valid for a period of **five** years.

2) SUBMIT PROOF OF YOUR T&T CITIZENSHIP

a) Nationals born in Trinidad and Tobago

If you were born in Trinidad and Tobago, you must provide the following ORIGINAL documents as evidence of citizenship:

- ▶ Electronic Birth Certificate – Computer generated with pin number
- ▶ Trinidad and Tobago Identification Card,
- ▶ Affidavit(s) or Deed Poll(s) (where applicable),
- ▶ If you acquired citizenship of another country, you must produce the citizenship certificate of that country. The date of acquisition must be stated,
- ▶ Restoration of Trinidad and Tobago Citizenship Certificate (if necessary),
- ▶ Female applicants who are married must submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes, or spouse's death certificate must be produced.

b) Nationals born outside of Trinidad and Tobago

If you were born outside of Trinidad and Tobago and are a citizen, you must also submit original documents as outlined in section 2a as well as the following:

- ▶ **Descent** - Birth Certificate or Birth Record with parents' names,
 - Proof of parents' Trinidad and Tobago citizenship (their Birth Certificates, Marriage Certificates and Passports),
 - Trinidad and Tobago citizenship certificates.
- ▶ **Registration** - Certificate of Registration, Birth Certificate,
- ▶ **Naturalization** - Certificate of Naturalization, Birth Certificate,
- ▶ **Adoption** - Certificate of Adoption, letter from Adoption Board, Birth Certificate where possible.

PROOF OF CHANGE OF NAME

- ▶Affidavit(s) or Statutory Declaration(s) (where applicable),
- ▶Marriage certificate(s) and/or divorce documents (where applicable),
- ▶Duly registered deed poll(s) or legal documents attesting to any change of name
- ▶Adoption Certificate,
- ▶Certified Birth Certificate issued by the Trinidad and Tobago Registrar General's Office or,
- ▶Certified Birth Registration Certificate issued by a Trinidad and Tobago District Registrar's Office for minors under one year of age.

PROVIDE PROOF OF IDENTITY (where applicable)

- ▶Current, valid Trinidad and Tobago Identification Card,
- ▶Trinidad & Tobago Passport,
- ▶Valid Trinidad and Tobago Driver's License.

NOTE: Mutilated, altered, or damaged passports and ID's are not acceptable as proof of identity.

PROVIDE PROOF OF CUSTODY OF MINORS IN CASES OF 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. THE WRITTEN AUTHORITY OF PARENT/LEGAL GUARDIAN IS REQUIRED FOR APPLICANTS UNDER THE AGE OF 18 YEARS.

***N.B.* PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS
ANY DOCUMENT NOT RECORDED IN ENGLISH MUST BE ACCOMPANIED BY AN OFFICIAL TRANSLATION.**

(3) REQUIREMENTS

APPLICANTS MUST:

- ▶Complete and sign the application form,
- ▶ Submit the most recently issued passport in which your name appears, even if expired (if renewing), 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**.

(4) PHOTOGRAPH SPECIFICATIONS

Applicants for the Machine-Readable Passport are **not** required to submit photographs. In all cases, there will be live image capture at the respective Immigration Office – in London, this is the High Commission.

Photographs must be captured showing full hairline and both ears.

All facial jewellery, ornaments, and unnatural features e.g. fake moles must be removed for photo capture.

All facial tattoos must be concealed for photographs.

Do not wear a hat or headgear that obscures hair or hairline unless it is worn for religious reasons.

PLEASE BE ADVISED THAT APPLICANTS WEARING CONTACT LENS WILL BE REQUIRED TO REMOVE SAME FOR YOUR PHOTOGRAPH.

DECLARATION OF THE RECOMMENDER

The requirement for this section (on page 2 of the application form) can be waived by the Immigration officer if the application is being submitted at any of our foreign missions.

(5) PAYMENT OF THE APPLICATION FEE

The Passport Application fee is payable only on approval of your application when all requirements are met.

FEES IN LONDON: PAYMENTS TO BE MADE IN CASH ONLY

PASSPORT RENEWAL			
Ordinary Passport (32 page)	Application Fee	Business Passport (48 page)	Application Fee
Adults	£34.00	Adults	£42.00
Minors (age 2 & above)	£34.00 Free of charge	Minors (age 2 & above)	£42.00
Children (under 2)	Free of charge	---	---

▶ A business 48-page passport can be issued in lieu of the 32-page passport upon request.

**NOTE: THE PROCESSING TIME FOR THE MACHINE READABLE PASSPORT IS six (6) WEEKS
PAYMENTS ARE TO BE MADE IN CASH ONLY**

**WHEN COLLECTING MACHINE READABLE PASSPORT, THE PREVIOUS PASSPORT MUST BE
TENDERED FOR CANCELLATION. IT IS ALSO IMPORTANT THAT YOU "CHECK THE DETAILS" FOR
CORRECTNESS AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ISSUING OFFICE.**

LOST, STOLEN, OR MUTILATED PASSPORTS:

ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH APPLICATIONS:

- 1) Provide a Police Report from the Police Authority certifying the Loss or theft of the Passport
- 2) Complete a Notification Form for a Lost, Stolen or Mutilated Passport (also available online)
- 3) In cases of loss by fire, a certified report from the Fire Authorities must be submitted. In this case no police report is necessary
- 4) Provide one (1) recent passport photograph.
- 5) Provide all supporting documents as required for a new passport application (see above)

FEES:

The fees for lost, stolen, or mutilated passports are determined by Head Office in Port of Spain Trinidad after the documents have been reviewed.