



EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**APPLICATION FOR TRINIDAD & TOBAGO PASSPORT
INSTRUCTION SHEET**

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. AN INCOMPLETE APPLICATION WILL BE RETURNED AT APPLICANT'S EXPENSE.

FOR RENEW ALS/REISSUE COMPLETE SECTIONS ONE (1) TO SIX(6).

- (1) Application form "A" must be completed for persons **16 years and over**. For persons under 16 years of age application **Form "B"** must be completed.
- (2) PRESENT PASSPORT MUST BE SUBMITTED WITH YOUR APPLICATION.

(3) Passport fees are as follows:-

(a) First Time Applications and Renewals/Reissue of Passports:

ADULTS \$44.00

CHILDREN UNDER 16 YEARS \$32.00 ADULT BUSINESSMEN \$56.00

A recommender is not necessary for renewal of passports. If you do not have a Trinidad and Tobago Identification Card, put none in section six (6).

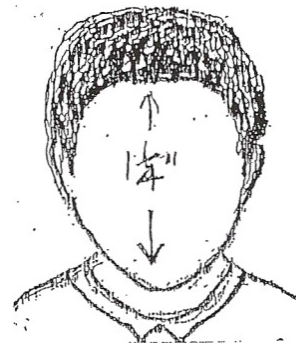
ONLY MONEY ORDERS OR CASHIER'S CHEQUES ARE ACCEPTED AS PAYMENT.

(4) **PHOTOGRAPHS:** Three (3) identical professionally done passport size photographs at least 1 3/4 " wide and 2" high. Full/large face image should be on a white background and **MUST MEASURE AT LEAST 1 1/4" FROM FOREHEAD (HAIRLINE) TO CHIN.** (no side view/no head covering/no sun glasses)

**** Please show the sample size on this sheet to your photographer. THE APPLICATION CANNOT BE PROCESSED IF THE PHOTOGRAPHS ARE NOT OF THE CORRECT SPECIFICATIONS.**

(5) **NAME CHANGE:** Please note if your name has been changed by marriage or other means the following must be also submitted:

- (a) BY MARRIAGE A certified copy of the official marriage certificate.
- (b) DIVORCE If divorced and reverting to maiden name a certified copy of your divorce decree, accompanied by an affidavit stating you are reverting to your maiden name, except where the courts grant approval.
- (c) ADDITION If a middle name is being added that does not appear on the Birth Certificate, a Deed Poll or Court Order is required.



- (6) Please provide a photocopy of your Alien Registration Card (front & back), or Naturalization Certificate, or Work Authorization Card, where applicable.
- (7) **SPECIMEN OF APPLICANT'S SIGNATURE: The shaded areas located at the bottom of page one of the passport application from must be signed by the applicant. One of the signatures will be placed in the new passport. PLEASE USE BLACK BALL POINTED PEN FOR SIGNATURES. USE BLACK BALL POINTED PEN.**
- (8) **RETURN POSTAGE:** For each applicant please provide a self-addressed 9"x6" envelope with \$16.50 in stamps affixed to the relevant area indicated for postage. **METERED STAMPS AND PADDED ENVELOPES ARE NOT ACCEPTED.**

Note: Please provide originals and copies of all certificates. Originals will be returned to you.

**TO AVOID DELAYS IN THE PROCESSING OF YOUR APPLICATION, PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETED ACCURATELY BEFORE SUBMITTING IT TO THIS OFFICE.
PASSPORT OFFICE HOURS: 10.00 A.M. TO 12.00 P.M. AND 1.00 P.M. TO 4.00 P.M. MONDAY TO FRIDAY**

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