



MINISTRY OF NATIONAL SECURITY

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

STEPS TO FOLLOW TO SCHEDULE AN APPOINTMENT ONLINE TO APPLY FOR A PASSPORT

Visit the website www.ttpassport.info to schedule an appointment to apply for a passport. **NOTE:** Use a laptop or desktop computer to schedule an appointment. It is not recommended that persons use a cellular phone to schedule an appointment as that device may not recognize all the information on the website.

NOTE: CREATE A PROFILE. On visiting the website, you will see two (2) tabs - LOGIN and REGISTER. To create a profile, select the **REGISTER** tab. Enter a valid email address, create a password, enter first name and surname into the relevant areas. Click the red **REGISTER** button to submit.

Within a few minutes, you will receive a confirmation email at the email address used to create the profile. If the confirmation email does not appear in your inbox, check the junk or spam folders, in case the email is stored there.

After receiving the confirmation email, go back to www.ttpassport.info but this time select the **LOGIN** tab. Proceed to enter the email address and password used to create the profile. Click the red **LOGIN** button.

- **STEP 1 – SELECT NO. OF PEOPLE** for appointment. Select the number of people and then the preferred location in the drop-down-box that will appear on the screen.
- **STEP 2 – SELECT AVAILABLE DATES** for appointment. Proceed to select date and time for the appointment from the drop-down-box that will appear on the screen.
- **STEP 3 – ENTER DETAILS.** Enter your personal information on the appointment card such as name, date of birth, gender, address and national identification number.
- **STEP 4 – SUBMIT DETAILS.** Click **CONFIRM** to submit information.

PRINT BARCODE CONFIRMATION. Once the date details are chosen and all the required information successfully submitted, you will receive a barcode confirmation number via email. Print the barcode confirmation number as proof of your scheduled appointment and bring it with you at your appointment, along with all the required documentation to apply for a passport (see list of required documents at <https://www.ttpassport.info/faq>).