



**MACHINE READABLE PASSPORT  
RENEWAL INSTRUCTIONS AND GENERAL INFORMATION  
FOR REPUBLIC OF TRINIDAD AND TOBAGO CITIZENS  
16 YEARS AND OVER**

---

**GENERAL INFORMATION**

- Schedule an appointment at [tpassport.info](http://tpassport.info). Print and complete the passport application form(s). You may also collect a passport application form at any passport office.
- All applicants **MUST** appear in person for their scheduled appointment.

***On the day of the appointment, submit the following –***

**Completed Application Form:**

- In filling out the application form, please read carefully and fill in only the sections that are relevant to you.
- Please sign in the relevant areas.
- When signing the specimen signature, **DO NOT** touch the outer borders.

**Passport:**

- Original passport **MUST** be submitted together with a copy of the bio-data page (*passport page containing photo and personal information*)

**Other:**

- A5 or Foolscap (legal-sized) TTPost TrackPak (available at any TTPost retail outlet)
- Third Party Authorization Form (available at all passport offices or at [tpassport.info](http://tpassport.info))

**Payment:**

- Visit or Click <https://nationalecurity.gov.tt/divisions/immigration-division/> for **PASSPORT FEES**
- **On the date of your appointment:**
  - Payments can be via linx at any Immigration Passport Office – Port-of-Spain, San Fernando, Chaguanas, Sangre Grande, Pt. Fortin and Tobago.
  - Cash payments can be made at Immigration Passport Offices in Port-of-Spain, San Fernando and Tobago.
  - Cash payments can also be made at the District Revenue Offices in Sangre Grande, Chaguanas and Pt. Fortin. (Vouchers for payment **MUST** be collected at the Passport Offices in these areas).

**ADDITIONAL GUIDELINES**

- **Spectacles and Head Covering:**
  - Spectacles are **not** acceptable in the portrait
  - Headdress shall be accepted only in keeping with religious customs or for medical purposes.
- **Facial Markings and Piercings:**
  - There shall be **NO MARKINGS, TATTOOS OR PIERCINGS** on any part of the applicant's face as to obscure an even appearance on the portrait.

THIS PROCESS IS LIMITED TO PERSONS **16 YEARS AND OVER** ONLY