



PASSPORT APPLICATION INSTRUCTIONS (1ST MACHINE READABLE PASSPORT) TRINIDAD AND TOBAGO CITIZENS 16 YEARS AND OVER

**ISSUANCE OF A REPUBLIC OF TRINIDAD AND TOBAGO PASSPORT IS RESTRICTED TO
CITIZENS OF TRINIDAD AND TOBAGO AND IS VALID FOR 10 YEARS FROM THE DATE OF ISSUE**

GENERAL INFORMATION

- Persons applying for their **first passport** or renewing a **handwritten passport** **MUST** have a Trinidad and Tobago identification card or a passport issued by another country.
- Schedule an appointment at [eAppointment](#). 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 [Passport Application Form](#)
 - Original and copies of previous passport (where applicable) and all other required documents
 - A5 or Foolscap (legal-sized) TTPost TrackPak (available at any TTPost retail outlet)
 - Third Party Authorization Form (available at all passport offices)
- All foreign documents must be **APOSTILLED**. Documents that are **NOT IN ENGLISH** must be accompanied by **OFFICIAL TRANSLATIONS** endorsed by a registered Public Translator.
- For **PASSPORT FEES** click [here](#)

1. REQUIRED DOCUMENTS FOR CITIZENSHIP BY:

BIRTH

- Computer generated birth certificate with PIN (Personal Identification Number)
- Trinidad and Tobago national identification card
- Married applicants must submit their marriage certificate. If married more than once, **ALL ORIGINAL** marriage certificate(s), divorce decree(s) and/or death certificate(s) **MUST** be produced
- Statutory declaration(s) or deed poll(s) where applicable
- Applicants who have acquired citizenship of another country must produce the citizenship certificate of that country together with a coloured copy

DESCENT

- Birth certificate
- Valid form of identification (Passport/ ID Card)
- Proof of parent's or grandparent's Trinidad and Tobago citizenship – birth certificates, marriage certificates and Trinidad & Tobago passports
- Certificate of Immigration Status (if applicable)
- Married applicants **MUST** submit their marriage certificate. If married more than once, **ALL ORIGINAL** marriage certificate(s), divorce decree(s) and/or death certificate(s) **MUST** be produced.

REGISTRATION

- Certificate of Registration
- Birth certificate (with coloured copy)
- Married applicants **MUST** submit their marriage certificate. If married more than once, **ALL ORIGINAL** marriage certificate(s), divorce decree(s) and/or death certificate(s) **MUST** be produced.

NATURALISATION

- Certificate of Naturalisation
- Birth certificate (with coloured copy)

- Married applicants **MUST** submit their marriage certificate. If married more than once, **ALL ORIGINAL** marriage certificate(s), divorce decree(s) and/or death certificate(s) **MUST** be produced.

ADOPTION

- Certificate of Adoption - Computer generated with PIN (Personal Identification Number);
- Adoption Order (Adoptions granted in foreign jurisdictions)
- Birth certificate (where available)
- Married applicants **MUST** submit their marriage certificate. If married more than once, **ALL ORIGINAL** marriage certificate(s), divorce decree(s) and death certificate(s) **MUST** be produced.

THE INTERVIEWING OFFICER RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTS

2. DECLARATION OF THE RECOMMENDER

- The Recommender **MUST** be a citizen of Trinidad and Tobago
- The Recommender who countersigns the application **MUST** have known you personally for at least **THREE (3) YEARS**
- The Recommender **MUST NOT** be your immediate relative.
- The following categories of persons are qualified Recommenders:
 - Ministers of Religion - licensed to perform marriages *
 - Company Directors, Bank and Company Managers *
 - Professionals (University Graduates **MUST** state qualifications)
 - Members of Parliament, Mayors, Borough or County Councillors *
 - Notaries Public/Justices of the Peace/Commissioners of Affidavits *
 - Senior Public Servants (Range 30 and above)
 - Police Officers - Corporal and above rank (Include Regimental Number)
 - Prison Officers II and above rank (Include Regimental Number)
 - Fire Sub-Officers and above rank (Include Regimental Number)
 - Members of Defence Force (Corporal/Leading Seaman and above rank).
 - (Include Regimental Number)
 - School Principals, Vice-Principals, Lecturers, Graduate Teachers (Teacher I and above rank)
- If the Recommender is retired, his/her home address should be provided in lieu of address of firm/organisation
- Where applicable, the Recommender must endorse an official stamp in the space provided

3. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

- Completed [Passport Application Form](#)
- [Notification Form](#) for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of the Peace
- One passport sized photograph with a solid white background
- A report from the Police Service stating that the **loss** was reported; **or**
- An Incident Report from the Police Service detailing the circumstances of the **theft**
- In the case of destruction by fire, a report from the Fire Service in lieu of a police report
- If the passport was damaged by flood, a report from the Regional Corporation where the flooding occurred
- Other documents may be required at the time of interview

Please note that passports that have been reported Lost, Stolen or Mutilated are no longer valid for travel.

THE USE OF CORRECTION FLUID ON THE APPLICATION FORM IS STRICTLY PROHIBITED