



## PASSPORT RENEWAL INSTRUCTIONS TRINIDAD AND TOBAGO CITIZENS 16 YEARS AND OVER

### GENERAL INFORMATION

- 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 Renewal Form](#) (when signing the specimen signature, **DO NOT** touch the borders)
  - Original and copy of previous passport and any other required documents (where applicable)
  - All foreign documents must be APOSTILLED. Documents that are NOT IN ENGLISH must be accompanied by OFFICIAL TRANSLATIONS endorsed by a registered Public Translator.
  - A5 or Foolscap (legal-sized) TTPost TrackPak (available at any TTPost retail outlet)
  - Third Party Authorization Form (available at all passport offices)

### PAYMENT

- For **PASSPORT FEES** click [here](#)
- **On the day 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.

### REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

- Completed [Passport Renewal 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 Police Report 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**