



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