



IMMIGRATION DIVISION  
MINISTRY OF NATIONAL SECURITY

# PASSPORT APPLICATION

## For Trinidad and Tobago Citizens 16 years of age and over

### INSTRUCTIONS AND GENERAL INFORMATION

**ENTITLEMENT TO A TRINIDAD AND TOBAGO PASSPORT IS RESTRICTED TO CITIZENS OF TRINIDAD AND TOBAGO ONLY.**

**ALL first-time applicants for the Machine Readable Passport MUST appear in person at the designated Immigration Office**

#### 1. CITIZENSHIP

**Original** documentary evidence of your Trinidad and Tobago Citizenship must be submitted and will be returned to you upon delivery of the passport.

If you were born in Trinidad and Tobago, you must provide the following documents:

- **Birth Certificate –Computer generated with pin number**
- **Trinidad and Tobago Identification Card and or previous passport.**
- **Affidavit(s) or deed poll(s) (where applicable).**
- **If you acquired citizenship of another country, you must produce the citizenship certificate of that country. The date of acquisition must be stated.**
- **Female applicants who are married must submit their marriage certificate(s). If married more than once, all original certificates including decree absolutes must be produced.**

If you were born outside of Trinidad and Tobago and are a citizen by any of the following, you must submit:

- **Descent-** Birth Certificate, valid form of identification (passport/driver's licence), proof of parents' Trinidad and Tobago citizenship; their birth certificates, marriage certificates and passports, Trinidad and Tobago citizenship certificates.
- **Registration-** Certificate of Registration, Birth Certificate.
- **Naturalisation-** Certificate of Naturalisation, Birth Certificate.
- **Adoption-** Certificate of Adoption, Birth Certificate where possible.

**\*N.B.\* PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS, AS WELL AS A COPY OF THE BIO-DATA INFORMATION OF THE MOST RECENT PASSPORT**

#### 2. REQUIREMENTS

The applicant **must** –

- Complete and sign the application form.
- Have the application form signed by an eligible recommender (See Section 4).
- Submit the most recently issued passport in which his / her name appears, even if expired.
- Ensure that the name entered on the application form is the name the applicant wishes to appear in the passport.
- Provide evidence of any change of name, other than by marriage, by submitting a **Deed Poll**

**NOTE :** If the information on the application form differs from the information on the documentary evidence produced, you may be required to submit a **Sworn Declaration** to clarify any differences.

**The written authority of parent/legal guardian is required for applicants under the age of 18 years.**

#### 3. PHOTOGRAPH SPECIFICATIONS

**Note: First-time applicants for the Machine Readable Passport are not required to submit photographs. In all such cases there will be live image capture at the Immigration Office. For the issue of any subsequent Machine Readable Passport, you must submit two identical photographs which must meet the photograph specifications attached.**

- Do not pin, staple or glue photographs to the application.
- Submit two (2) unmounted coloured photographs showing a full front view of applicant's face with eyes open and without dark glasses, unless there is a physical disability. Headdress may be accepted only in keeping with religious customs or for medical reasons. In **all** cases, full facial features from bottom of chin to top of forehead must be clearly visible.
- Photographs should measure **31mm wide** and **41mm high**
- Photographs **must** have been taken within the last 6 months.

**PLEASE NOTE. THE ABOVE SPECIFICATIONS ARE IN KEEPING WITH THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) GUIDELINES. ANY PHOTOGRAPHS THAT DO NOT MEET THESE SPECIFICATIONS WILL BE REJECTED.**

**4. DECLARATION OF THE RECOMMENDER**

- The Recommender who countersigns the application must have known you personally for at least three (3) years and know you well enough to be confident that the statements you have made in the application are true.
- **The Recommender must not be an immediate relative of the applicant.**
- The Recommender **must** be a citizen of Trinidad and Tobago and be included in one of the following categories:
  - **Minister of Religion registered under law to perform marriages.** (»)
  - **Managing Director, Director and Manager of Banks and Companies.** (»)
  - **Professionals (University Graduates).** (State qualifications.)
  - **Member of Parliament, Mayor, Borough or County Councillor.** (»)
  - **Notary Public/Justice of the Peace/Commissioner of Affidavits.** (»)
  - **Senior Public Servants (Range 30 and above).**
  - **Police Officer (Corporal and above rank).** (Include Regimental Number)
  - **Prison Officer II and above rank.** (Include Regimental Number)
  - **Fire Sub-Officer and above rank.** (Include Regimental Number)
  - **Member of Defence Force (Corporal/Leading Seaman and above rank).** (Include Regimental Number)
  - **School Principal, Vice-Principal, Lecturer, Graduate Teacher (Teacher I and above rank).** (»)

(») - THE RECOMMENDER MUST ENDORSE THE OFFICIAL STAMP OF THE FIRM OR ORGANIZATION IN THE SPACE PROVIDED IN SECTION (4) OF THE APPLICATION FORM

**\*\*If the Recommender is a retiree, his/her home address should be provided in Section (4) of the application form in lieu of address of firm / organisation.**

- The Recommender must certify the reverse of one photograph with the following words :-  
**“I certify that this is a true likeness of the applicant .....**”

The Recommender must then affix his/her signature **and** his/her name in **block letters**. Notarial seals must **not** be imprinted on photographs. The recommender is not required to certify any photograph for first time applicants of the Machine Readable Passport.

**5. VALIDITY OF PASSPORTS ISSUED TO APPLICANTS 16 YEARS AND OVER**

The maximum period of validity is **five (5)** years from the date of issue.

**6. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT**

Documents to be produced:

- Completed Adult Passport Application form
- A 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
- All documents which were submitted with previous application (Original Birth Certificate etc)
- An Incident Report from Police Station in the Applicant’s district stating that the loss was reported.
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police certificate.
- Other documents may be required at the time of interview for a replacement passport.

**It is to be noted that the reported Lost, Stolen or Mutilated Machine Readable Passport will be de-activated upon submission of the relevant forms and as a result, would no longer be valid for travel.**

**IMPORTANT NOTICE**  
**PROTECT YOURSELF FROM IDENTITY THEFT- REPORT YOUR LOST OR STOLEN PASSPORT**

PLEASE NOTE : **THE USE OF CORRECTION FLUID IS STRICTLY PROHIBITED ON THE APPLICATION FORM**

For further Information please see our website at [www.immigration.gov.tt](http://www.immigration.gov.tt)

## **NOTE TO ALL PHOTOGRAPHERS AND PHOTO STUDIOS**

### **ILLUSTRATIVE GUIDELINES FOR PORTRAITS IN A MACHINE READABLE PASSPORT**

In keeping with the specifications of the International Civil Aviation Organization (ICAO) for photographs taken for use in an international travel document, the following guidelines are for your attention.

#### **1. Pose**

- 1.1. The photograph should be less than six months old.
- 1.2. It should show a close up of the head and shoulders.
- 1.3. The photograph should be taken so that an imaginary horizontal line between the centres of the eyes is parallel to the top edge of the picture.
- 1.4. The face should be in sharp focus and clear with no blemishes such as ink marks, pen, pin, paper clip, staples, folds, dents, or creases.
- 1.5. The photograph should show the subject facing square on and looking directly at the camera with a neutral expression and the mouth closed.
- 1.6. The chin to crown (crown is the position of the top of the head if there were no hair) shall be 70 -80% of the vertical height of the picture.
- 1.7. The eyes must be open and there must be no hair obscuring them.
- 1.8. If the subject wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses shall not have tinted lenses. Avoid heavy frames if possible and ensure that the frames do not cover any part of the eyes. Sunglasses cannot be worn or appear on the person's head.
- 1.9. Coverings, hair, headdress, hats, scarfs, head bands, bandanas or facial ornamentation which obscure the face, are not permitted (except for religious or medical reasons. In all cases, the person's full facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible).
- 1.10. The photograph must have a plain light coloured background.
- 1.11. There must be no other people, chair back, or objects in the photograph.

#### **2. Lighting, Exposure, and Colour Balance**

- 2.1 The lighting must be uniform with no shadows or reflections on the face, eye-glasses or in the background.
- 2.2 The subject's eyes must not show red eye.
- 2.3 The photograph must have appropriate brightness and contrast.
- 2.4 Where the picture is in colour, the lighting, and photographic process must be colour balanced to render skin tones faithfully.

#### **3. Submission of Portrait to the Issuing Authority**

Where the portrait is supplied to the Issuing Authority in the form of a print, the photograph, whether produced using conventional photographic or digital techniques, should be on good or photo-quality paper.

#### **4. Compliance with International Standards**

- 4.1 The photograph shall comply with the appropriate definitions set out in ISO/IEC 1974 – 5.



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**GENERAL INFORMATION**

If you are a citizen of Trinidad and Tobago residing in another country your **first** application for a **machine-readable** passport may be done at:

- **High Commission of the Republic of Trinidad and Tobago, London, UK**  
#42 Belgrave Square  
London  
SW1X 8NT  
Tel: 01-144-207-245-9351
- **Embassy of the Republic of Trinidad and Tobago, Washington DC, USA**  
#1708 Massachusetts Avenue  
N.W. Washington DC  
20036-1975  
Tel: 1-202-467-6490/3
- **Consulate General of the Republic of Trinidad and Tobago, New York, USA**  
# 475 5<sup>th</sup> Avenue  
Fourth Floor  
New York, N.Y.  
10017 - 3204  
Tel: 1-212-682-7272
- **Consulate General of the Republic of Trinidad and Tobago, Miami, USA**  
#1000 Brickell Avenue  
Suite 800  
Miami, FL.  
33131-3047  
Tel: 1-305-374-2199
- **Consulate General of the Republic of Trinidad and Tobago, Toronto, Canada**  
#2005 Sheppard Avenue East  
Suite 303, Willowdale  
Ontario  
M2J 5B4  
Tel: 1-416-495-9442/3, 7342, 7847