

**CONSULATE GENERAL OF
THE REPUBLIC OF TRINIDAD & TOBAGO**
185 Sheppard Avenue West
Toronto, ON M2N 1M9

PROCEDURE FOR SUBMISSION OF APPLICATIONS

MACHINE READABLE PASSPORT RENEWAL INSTRUCTIONS

DOCUMENTS TO BE SUBMITTED (FOR ALL ADULT APPLICANTS)

- Completed renewal application form. Form must be printed on legal-sized paper using duplex setting (i.e. printing on both sides of the paper). Consistent signatures are required of ALL applicants - **SIGN BOTH BACK AND FRONT (specimen signature at item 4 and declaration at item 9), both men and women.** INCOMPLETE INFORMATION, DOCUMENTATION OR UNTICKED BOXES **May Result In Processing Delays.**
- Download, print and complete the CONTACT SLIP (one per applicant) at <https://foreign.gov.tt/cgtoronto>
Please note: invalid, illegible email addresses or phone numbers MAY result in notification delays.
- Two (2) standard Canadian passport-sized photograph in colour (**See full Specifications on page 4**).
- **Original expired or soon-to-be expired** Trinidad and Tobago Machine Readable Passport (passport number begins with two letters e.g. TA, TB, TC or BA).
- Two (2) clear colour photocopies of the bio-data page (photo page) of your most recent T&T Passport.
- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS, not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate and passport of another country etc.)
- **Documents that are not in English must be accompanied by an official translation, endorsed by a registered Translator for example: Birth Certificate, Marriage Certificate, Death Certificate etc.**
- **FURTHER DOCUMENTS MAY BE REQUESTED BY THE IMMIGRATION OFFICER** (for example a Statutory Declaration).

ADDITIONAL DOCUMENTS / INFORMATION FOR ADULTS 16 TO 18 YEARS:

- All requirements for the ADULT application submission as outlined above.
- ANY NEW, OR PREVIOUS CUSTODIAL DOCUMENTATION AND PERMISSIONS, not previously submitted.
- **2 clear colour photocopies of the VALID ID of parent, used on Section 3 of the application form.**

All DIVORCED parents, applying for a passport for a **child under 18 years**, must submit the **ORIGINAL**, bearing the seal of the court of:

- The **'Decree Nisi'** from the court, **and**
- The **'Decree Absolute'** or **'Certificate of Divorce'** from the court
- AND:** any custody order from the court.

In the case of 'Joint Custody', consent in the form of a **Statutory Declaration MUST** be done by the non-applying parent, **giving permission to the parent who will be attending the interview**, to apply for the child's passport (child's name and date of birth must be stated). The declaration must be accompanied by a notarized photocopy of VALID photo identification (passport or electoral identification card) of the declarant.

Death Certificate must be submitted if the other parent/guardian is deceased.

CHILDREN (Minors under 16 years)

An appointment is required to renew the passport of a minor.

Parent or legal guardian and minor under 16 years must be present to be interviewed and to obtain a live image capture. This process continues until the minor reaches 16 years of age in keeping with the International Civil Aviation Organization's (ICAO) specifications.

Fully complete and submit the form for a minor (**all sections**) under 16 years of age – **YELLOW BORDER FORM**. Full instructions can be found on the Instruction Sheet for the First Issue of the Machine Readable Passport.

- **FURTHER DOCUMENTS MAY BE REQUESTED BY THE IMMIGRATION OFFICER.**

PASSPORT FEES:

The fee for renewing a machine readable passport is payable by **MONEY ORDER ONLY** made out to **"TRINIDAD AND TOBAGO CONSULATE"**. **If you are submitting multiple applications (e.g. husband and wife; parents and children), please note that separate money orders are required for each applicant.** Cash, Personal cheques, Credit Card and Debit card payments are **NOT** accepted. The fee is as follows:

• \$110.00 applicants (applicant is over the age of 2 but under 60)
• \$62.00 child UNDER THE AGE OF 2 years
• \$62.00 applicants 60 years and over

APPLICATION SUBMISSION FOR ADULTS 16 years and older AND has already been issued a machine readable passport in the past (passport number begins with two letters e.g. TA, TB, TC or BA):

OPTION 1

Drop off your completed application form and supporting documents (outlined on page 1 of this document) at the Reception Desk between the hours of 9 a.m. – 12:00 p.m. (Monday to Friday) except public holidays. **Please see ALL requirements above.**

- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS, not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate, Passport of that country etc.)

An appointment is **NOT** required to do a drop off between 9 a.m. and 12 noon. **If you have new, original documents to present e.g. marriage certificate or Canadian Citizenship Certificate and Canadian passport**, an Immigration Officer will examine your original documents and they will be immediately returned to you.

OPTION 2

Mail in your completed application form and supporting documents (outlined on page 1 of this document).

- IF APPLICABLE, **submit the original and two coloured copies** of any **NEW DOCUMENTS, not submitted with the first MRP application** (for example, but not limited to: Legal Name Change, Deed Poll, Marriage Certificate, Certificate of Divorce, Citizenship Certificate, Passport of that country etc.) **and a PREPAID, SELF ADDRESSED, COURIER ENVELOPE**, for the return of any **original documents**.
- If you would prefer not to send an original document by mail, we will also accept a **certified** copy of the original document.
- ***(Please see additional information for 16 – 18 yrs)***
- **FOR A MAILED-IN SUBMISSION, PLEASE DO NOT SUBMIT YOUR ORIGINAL CANADIAN/FOREIGN PASSPORT, OR SMALL PHOTO ID CARDS. Submit two (2) clear colour photocopies of the BIO DATA PAGES of your passport(s) and BOTH the front and back of any photo ID cards.**

Applications for Lost/Stolen/Mutilated, and Emergency Certificates should be discussed with our Reception desk by calling 416-495-9442.

General information

- The Consulate's **public, walk-in** hours are from **9 am to 1 pm** daily, Monday to Friday. If you are dropping off your renewal application, you should aim to visit during this specific window of time. We are closed on the public holidays listed on our website.
- Please note: there is **NO PARKING** for the public provided on the compound for security reasons. However, we can make exceptions for persons with mobility issues if you call us to make an arrangement in advance. There is metered street parking in the surrounding streets e.g. Welbeck Road. You can also use the TTC to get to our office (the closest subway stop is Sheppard-Yonge).
- ALL passports are sent to Trinidad & Tobago Immigration for processing and production. Delivery times will vary.

Receiving your passport:

- Once our office has received your passport from Trinidad and Tobago, it is our standard practice to courier the passport to your address within Canada via FedEx. Usually this is done at no additional cost. However, if we do require additional funds due to your particular location in Canada, we will contact you to make separate arrangements.
- A signature from someone at the address is required before FedEx will deliver your passport. If you plan to be abroad or are otherwise unavailable at your address within 6 to 8 weeks of submitting your application, please advise us in writing to hold your passport until you notify us of your return. Otherwise, you should indicate at the time of submitting your application that your preference would be to collect the passport in person at our office.
- Please ensure that your contact slip is filled out completely and correctly, as this will be used for your FedEx delivery.

REPLACEMENT OF A LOST/STOLEN/MUTILATED PASSPORT

Note: The Passport is the property of the Government of Trinidad and Tobago. Any mutilation, tampering (addition or unofficial changes) will render the passport invalid, and it will be considered mutilated whether willful or accidental.

A passport that was reported lost or stolen must be returned to the Immigration Division (Consulate) if recovered. Do not travel with a passport that was reported lost or stolen.

In addition to the requirements for a machine readable passport the following documents are required when applying to replace a lost, mutilated or stolen MACHINE READABLE PASSPORT:

1. A completed Lost/Mutilated/Stolen notification form, duly signed, **notarized, stamped** and completed in its entirety **must** accompany your completed new passport form.
2. One recent colour passport sized photo **must** be submitted.
3. In case of **loss by fire**, a report from the Fire Authority **must** be submitted.
4. A lost/stolen passport **must** be immediately reported to the Police and the Immigration authorities.
5. In case of a lost/stolen passport, **even if expired**, a report to the Police Division is required. This incident report/police confirmation letter **must** be emailed by the relevant Police Division to the Consulate office, **prior** to your appointment. In some cases, the police station may require payment for the generation of the incident report/confirmation letter. Once you have ascertained how long it will take the police station to send the report to the Consulate, you should call us soon after that timeframe has elapsed to confirm that the Consulate is in receipt of the report.
6. Please call us for **fee information**. Be prepared to indicate your age and the status of the passport (valid or expired). If you do not know the validity status of your lost/stolen/mutilated passport, we will conduct a search based on your name and date of birth.

PASSPORT FORMS:

1. Recommended paper for printing the form is 20lb – 24lb.
2. Print the form using the 8 1/2 “ x 14” setting and print on **Legal size paper (8 1/2 “ x 14”) paper, using a laser toner printer (not inkjet).**
3. Print on both sides of the sheet (completed form should be ONE page with a green border, filling the page).
4. **DO NOT FOLD OR BEND FOLD OR CREASE THE FORM. DO NOT USE LIQUID PAPER, OR ERASABLE INK.**

All forms are available on the Consulate website: <https://www.foreign.gov.tt/cgtoronto>

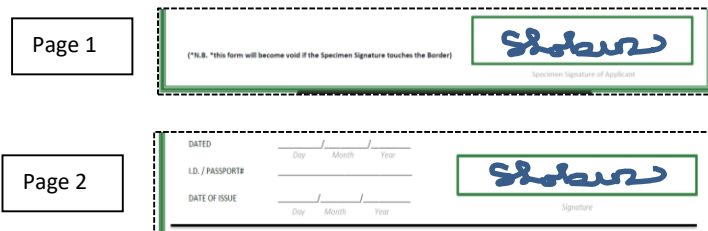


To be printed as ONE SINGLE PAGE 8 1/2 x 14 inches, front and back.
(Sample to the left is only for reference and NOT ACTUAL SIZE and NOT to be printed as 2 pages).

SIGNATURES:

Signatures **MUST NOT TOUCH OR COME CLOSE TO ANY PART OF THE BORDER AT ALL** – it renders your form **INVALID** and cannot be scanned.

Both signatures must be consistent (same), without superimposition or scratches: A consistent signature is required on **BOTH** sides of the form at the bottom of page one in the Specimen Signature box **and** in the Declaration section of page two **(ALL ADULTS, BOTH MEN AND WOMEN, regardless of marital status).**



SAMPLES OF ACCEPTABLE AND UNACCEPTABLE SIGNATURES:

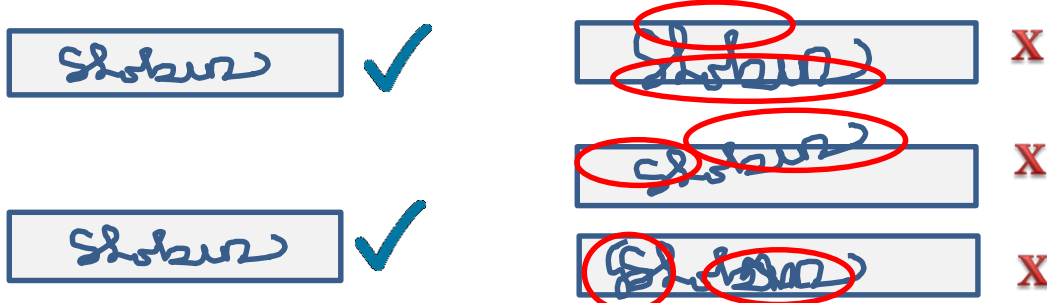


PHOTO SPECIFICATIONS (INSTRUCTIONS FOR PHOTOGRAPHER)

1. The portrait shall be not more than 6 months old.
2. The face should take up 70-80 percent of the vertical dimension.
3. Portrait should be in sharp focus, of high quality with no crease or ink mark.
4. Portrait should show applicant FULLY FRONTAL, looking directly at camera.
5. Portrait should be in color, it should show skin tone naturally.
6. Portrait should be on high quality paper with high resolution.
7. Portrait taken with digital camera should be at high quality and resolution and be printed on photo quality paper.
8. Photo size must be at least 5cm x 5cm.
9. Portrait should show a close-up of the applicant's head and top of the shoulders.

N.B. A STANDARD CANADIAN PASSPORT PHOTOGRAPH SATISFIES OUR PASSPORT SIZE REQUIREMENTS. HOWEVER, PLEASE PAY ATTENTION TO OUR OTHER REQUIREMENTS VIS-À-VIS LIGHTING, GLASSES, FACIAL MARKINGS AND PIERCINGS AND EXPRESSIONS, AS OUTLINED BELOW.

Portrait Style and Lighting

1. Portraits should show applicant with eyes open and clearly visible; NO coloured contact lens are allowed.
2. There should be no hair on forehead (hairline must be visible), brows, sides of face, or obscuring the eyes.
3. Applicant should be shown facing square to the camera not looking over one shoulder (portrait style).
4. Applicant's head should be upright so that an imaginary horizontal line drawn between the center of the eyes is parallel to the edge of the picture; the face should not be tilted upwards, downwards nor sideways.
5. Both edges of the face should be clearly visible.
6. BACKGROUND SHOULD BE WHITE.
7. The lighting should be even, not over or under exposed, with no shadows or reflection on face.
8. There should be no red eye.

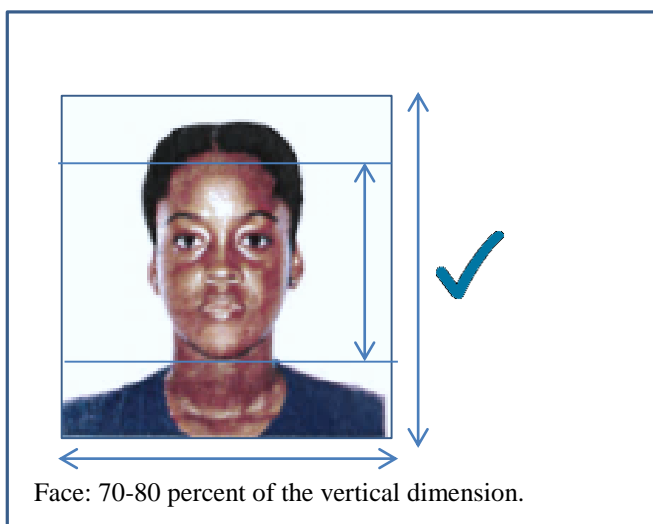
Glasses: Glasses are not acceptable in the portrait.

Head Covers: Headdress shall be accepted only in keeping with religious customs or for medical reasons. **Brows, temples, sides of face, chin and forehead to hairline** must be clearly visible.

Expressions and Frames: The portrait shall show the applicant alone with no other person, chair-backs or toys visible.

The applicant shall be looking at the camera with a neutral expression, (no smiling) and their mouth closed.

Facial Markings and Piercings: There shall be NO markings, tattoos or piercings (facial jewelry) on any part of the applicants face as to obscure an even appearance on the portrait.



Example of Acceptable Photo 5cm x 5cm

PLEASE BE GUIDED BY YOUR CURRENT PASSPORT PHOTO.

