

## CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD & TOBAGO

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### **Applying for a new Machine Readable Passport if your previous Trinidad and Tobago Passport has been Lost/Stolen or Mutilated**

**Applicants must provide the ORIGINAL and two (2) clear coloured photocopies of all relevant documents and follow the instructions listed below:**

1. Submit one Completed **Notification Form** for a Lost/ Stolen/ Mutilated Passport.
  1. Only original forms can be used. These forms cannot be bent, folded or tarnished in any way.
  2. The Notification Form may be requested by mail, however, a mailing fee, payable by money order to the “*Consulate General for Trinidad and Tobago*” in the amount of **CDN\$5.00**, must be sent with the request.
  3. Please note that the Notification Form must be certified by a Commissioner of Affidavits/Justice of the Peace/Notary Public
2. If the passport was lost or stolen, an **Incident Report** from the Police Station in the applicant’s district stating that the loss was reported is required.
3. If the passport was destroyed by fire, a **report from the Fire Authorities** will be required instead of a Police Certificate.
4. Submit a **completed passport application form** for a new Machine Readable Passport.
  1. Only original forms can be used. These forms cannot be bent, folded or tarnished in any way.
  2. Separate application forms are to be used for persons aged 16 years and over and persons under 16 years of age
  3. The application form may be requested by mail together with the Notification Form.
5. Submit the following **documents** together with the completed passport application form:
  1. Electronic Birth Certificate (with Pin Number)
  2. Affidavit(s) to support name [if applicable]
  3. Marriage Certificate (females only – document from Registrar’s Office)
  4. Divorce Certificate (if applicable)
  5. Divorce Certificate (if applicable)
  6. Deed Poll or Change of Name Certificate ( if applicable)
  7. Citizenship Certificate – document with full date of acquisition of citizenship, for persons who acquired another citizenship.
  8. Certificate of Restoration of Trinidad and Tobago Citizenship (if applicable)
  9. Passport(s) [valid or expired]
  10. Custody Order – Court Order for Minors (if applicable)

6. Applicants must ensure that the relevant section of the form is completed by a "**Recommender**". For nationals residing outside of Trinidad & Tobago the recommender is not required to be a citizen of Trinidad & Tobago.
  1. The recommender cannot be an immediate relative of the applicant and must have known the applicant personally for at least 3 years.
  2. Persons in the following categories qualify as a "Recommender":
    - Attorney-at-Law
    - Medical Doctor
    - Notary Public/ Commissioner of Oaths
    - School Principal, Vice-Principal, Lecturer, Teacher
    - Professionals (University Graduates)
    - Member of Parliament, Municipal Councillor
    - Director/ Manager of Banks and Companies
    - Minister of Religion
    - Military Officer
    - Police Officer
    - Corrections Officer
    - Fire Officer
  3. The Recommender must endorse the official stamp of the firm or organisation in the space provided on the application form
7. Each applicant must make **an appointment** and appear **IN PERSON** at the Office of the Consulate General for the Republic of Trinidad and Tobago, Toronto to submit the application. Appointments can be made via telephone at the Office of the Consulate General for the Republic of Trinidad and Tobago. Appointments can be secured between 9:00 a.m. and 1:00 p.m. Monday to Friday (except Public Holidays).
8. Each application is submitted to Port of Spain for approval. When approval is received the application for a new Machine Readable Passport is then processed.
9. **Each application must be accompanied by a separate money order** payable to the "*Consulate General for Trinidad & Tobago*" as follows:
  1. *LOST/MISPLACED*: Valid (Adult/Child) **CDN\$187.00**, Expired (Adult/Child): **CDN\$69.00**
  2. *STOLEN*: (Valid/Expired) (Adult/Child) **CDN\$69.00**
  3. *MUTILATED/DAMAGED*: (Valid/Expired) (Adult/Child) **CDN\$187.00**
  4. *Children under 2 years of age*: **CDN\$30.00**

**PLEASE NOTE:**

1. Applicants are not required to submit photographs. Applicants will be photographed at the Office of the Consulate General for the Republic of Trinidad and Tobago when the application is submitted.
2. There is a processing period of approximately 8 weeks as each application is transmitted to Port of Spain for approval. When passports arrive at the Consulate General in Toronto, they will be delivered to the APPLICANT ONLY at his/her HOME ADDRESS.