



REPUBLIC OF TRINIDAD AND TOBAGO

PASSPORT REQUIREMENTS

Passport Renewals

THIS APPLICATION KIT IS FOR PERSONS WHO RESIDE IN CANADA ONLY

Persons residing/applying outside of Canada can access the following website for further information: www.immigration.gov.tt

GENERAL INFORMATION

Purpose: This application kit is for holders of Trinidad and Tobago citizenship who want to obtain a new Trinidad and Tobago passport.

Please note that passports issued prior to Feb. 1, 1994 are no longer valid. Holders of these passports will need to apply for a new "T- series" passport.

Children cannot be endorsed on an adult's passport.

APPLYING FOR A TRINIDAD AND TOBAGO PASSPORT

How do I apply for a passport?

Complete the application form and include the fee and documents listed below.

Persons 16 years of age or older must complete Adult Passport Application "Form A". Passport Application "Form B" must be completed for children between the ages of 0 and 15 years of age.

Where can I obtain the passport application form?

Passport application forms can be downloaded from this site. If you would like to receive an application form for a passport, please send a self-addressed envelope, with appropriate postage to:

High Commission of the Republic of Trinidad and Tobago

200 First Avenue, Ottawa, Ontario. K1S 2G6

OR

Consulate General of the Republic of Trinidad and Tobago

2005 Sheppard Avenue East, Suite 303, Willowdale, ON. M2J 5B4

OR, where applicable to

The Trinidad and Tobago Honorary Consulate in your area

What documents should I submit?

The following documents must accompany your application for the renewal of your “T-Series” Trinidad and Tobago passport. If any of the required documents are missing the application may be returned to you.

You must include:

- 1) Completed Application Form (Adult: Form “A”, Child: Form “B”)

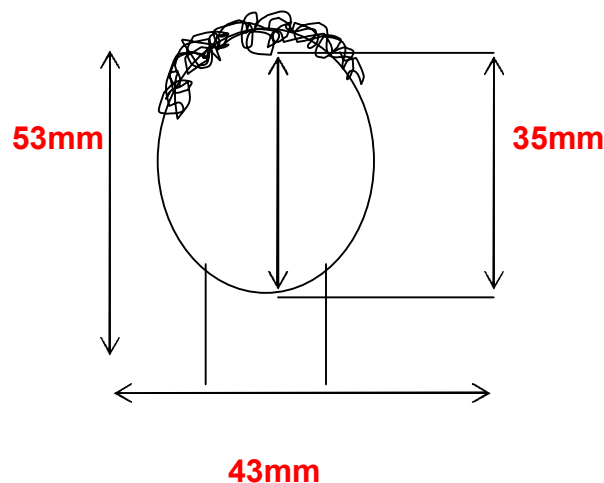
(All passport applications must be completed by hand on an original form. We do not accept completed applications which are photocopied or which have been faxed to us. There is no facility for completing the form by e-mail.)

- 2) **The original of all documents**, along with a photocopy of each document. The originals will be returned. Documents in languages other than English **MUST** be submitted with an Official Translation.
- 3) Three **(3)** recent identical photographs.

Please note that the T&T passport photo carries a larger face size that the Canadian Passport.

Instructions for photographer: Actual photo size should be **53mm x 43mm**. From the hairline to the chin must measure between **25mm and 35mm**. Photos must be taken face forward without head covering (no side view). Colour or black and white photographs are accepted.

No substitutions will be accepted. It is your responsibility to ensure that the photographer complies with our requirements.



- 4) Present expired Trinidad and Tobago Passport together with your Canadian citizenship certificate (**not the card**), or your Trinidad and Tobago Restoration certificate, if applicable.
- 5) **Marriage data**
(If you are or have been married, documentary evidence of your marriage(s) is/are required)
- 6) **Declaration of recommender**

(The recommender who countersigns your application must have known you personally for **at least (3) years** and known you well enough to be confident that the statements you have made in the application are true)

Your recommender must be a Trinidad and Tobago or Canadian citizen in one of the following professional groups/positions of authority:

- Minister of religion, registered under law to perform marriages.
- Managing Director, Director and Manager of Banks and Companies, Credit Union or Trust company (Endorsement of Official Stamps necessary)
- Professionals (University Graduates)
- Member of Parliament, Mayor, Borough or County Councillor
- Notary Public/ Justice of the Peace/ Commissioner of Affidavits
- Senior Public Servant (Federal/ Provincial)
- Police Officer, (municipal, provincial, RCMP; Corporal and above rank)
- Fire (sub-officer and above rank)
- Prison Cadet Officer and above rank
- Member of Defence Force (Corporal/ Leading Seaman and above rank)
- Graduate Teacher-School Principal, Vice-Principal, Lecturer
- Senior Administrator in a Community College (includes CEGEPs)

Form “C² ” must be used in conjunction with Form A if you are submitting your application through the mail or if your spouse brings in your application. **Form “C² ”** will be dispatched to you with the relevant passport application form.

7) **Change of Name (other than marriage):**

Documents required: Deed Poll or Court Order OR Adoption Certificate OR Change of Name Certificate (as applicable)

Fee	Adult: \$64	Child: \$47
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The fee must be made payable by Money Order or Certified Cheque to the **“Trinidad and Tobago Consulate General.”** **Fees are in Canadian funds only.**

Postage: Please note that passports are returned **ONLY** by registered mail. Should you wish to receive your passport by mail, please submit self-addressed envelope and stamps to the value of **Cdn. \$5.00**

Where do I submit my application?

Consulate General of the Republic of Trinidad and Tobago
2005 Sheppard Avenue E, Suite 303,
Willowdale, Ontario
M2J 5B4

For how long is the passport valid?

Adult passports are normally issued with a 10-year validity while children under the age of 16 are issued with passports that are valid for five (5) years only.

Once the passport has reached the maximum validity of 10 or 5 years respectively, an application should be made for a new one.