



High Commission for the Republic of Trinidad and Tobago

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METHODS FOR COLLECTION OF PASSPORTS

FACE TO FACE COLLECTION

All applicants who wish to collect passports in person are required to produce their Current passport and the Application slip with barcode. **N.B. only applicable to persons who attended an interview at the High Commission.**

Please note that producing your current passport is **mandatory** as is needed for cancellation before the new one is issued. (**Please note endorsements within the passport are not cancelled**). Passports can be collected Monday to Friday between the hours of 9am to 2pm (**except on Public Holidays**).

MAIL SERVICES

Applicants (**in the United Kingdom only**) who wish to utilize the services of Royal Mail may do so by posting the current passport (s) along with a prepaid Special Delivery, Recorded, Signed for and Tracked **grey Plastic** envelope, with postage paid up to 100 grams per two (2) passports. The name and return address must be clearly written on the envelope.

COURIER COLLECTION

Current passport **must be sent** for cancellation.

- You must utilize the services of a courier company e.g. (DHL, UPS, TNT etc..) for the return of both passports and pay all expenses in advance for this service before the new passport is collected.
- You may send a completed return airway bill along with the passport making sure to include the account number given by the courier and confirmation of payment.
- If you utilize the online services of a courier company please email the electronic airway bill/labels and invoice to hclondonimmigration@foreign.gov.tt in order for this to be printed and prepared for when the company's agent comes to collect.

Please be advised that both passports will be sent back to you via this means.

COLLECTION ON BEHALF OF A SPOUSE/RELATIVE/FRIEND

The Individual collecting is required to produce applicant's current passport, application slip with barcode, a form of Identification and an authorization letter. (**N.B. the application slip with barcode only applies to persons who attended an interview at the High Commission**).

- The authorization letter **must** include the applicant's name and passport number.
- Letter **must** also include the name of the individual collecting, their form of identification and the number of that Identification. **The said identification must be produced when collecting.**

Only original authorization letters will be accepted.

COLLECTION ON BEHALF OF MINORS

For parents who applied on behalf of minors for first time passports or renewals, you are required to produce Identification, the Application slip with barcode and Current Passport of the child (if the child is in possession of one), as this would need to be cancelled before the new one is issued.

Parents who opt to have their minor's passport collected by the parent who was not the applicant or by a friend/relative, must furnish the individual with an original authorization letter and a copy of their bio data page

- The authorization letter **must** include the applicant's name (parent who applied) and passport number. Also the name of the minor child.
- Letter **must** also include the name of the individual collecting, their form of identification and the number of that Identification. **The said identification must be produced when collecting.**

Only original authorization letters will be accepted.

LOST/STOLEN/MUTILATED PASSPORT COLLECTION

Persons who applied for replacement of a lost passport may use another form of identification if in possession of such.

LOSS OF PASSPORT UPON COLLECTON OF NEW PASSPORT

Current passports must be tendered for cancellation before collecting newly issued passports. Applicants unable to tender this document must submit an application for a Lost/Stolen/Mutilated Passport. Kindly note, form are submitted to the Immigration Division in Port of Spain for verification and approval.

- Fees will be determined in Port of Spain upon processing of the application. Applicants will be informed of the fee before collecting the newly issued passport.

A Statutory Declaration must accompany the application and should include the following information:

- Name and Address;
- Lost/stolen passport number (if available);
- How the passport was lost, the address at which it was lost and the date of the loss;
- Reason for replacement of passport lost;

Submit one (1) Government/Official issued photo identification (copy of the lost passport, drivers permit or learners permit, etc...) two (2) identical passport sized photo (against a pure white background). Please note your expression for the photo must be neutral (no smiling, spectacles, coloured contacts, facial piercings or hair on the forehead).

Payment will be accepted in the **Exact Cash** amount, for applications submitted at the High Commission. **Please note there is no card payment facility.**

Individuals submitting their application via post/courier must submit a **Postal Order** made payable to "**Trinidad and Tobago High Commission**" and **MUST NOT** send Cash with their application **as this is against the law in the UK**. Applications received via post/courier with cash enclosed **WILL NOT BE PROCESSED**.