



Consulate General of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.
Tel.: (212) 682-7272 ▪ Fax: (212) 232-0368 ▪ E-mail: cgnyconsulateinfo@foreign.gov.tt
▪ Website: www.foreign.gov.tt/cgnewyork

CHILD PASSPORT APPLICATION

FOR TRINIDAD AND TOBAGO CITIZENS UNDER 16 years of age

INSTRUCTIONS AND GENERAL INFORMATION

Entitlement to a Trinidad and Tobago Passport is restricted to Citizens of Trinidad and Tobago.

ALL children applicants (MINORS under 16 years) MUST appear in person at the Consulate General for the Machine Readable Passport (MRP) BY APPOINTMENT ONLY (whether it is a First Time Issue or the Renewal of a MRP. The child's live photo will be taken on the date of the scheduled appointment

TO SECURE AN APPOINTMENT:-

STEP ONE

The "Passport Appointment Request Form" **must be** completed and submitted to the email address: cgnypassportappointments@foreign.gov.tt. This form is available on our webpage: www.foreign.gov.tt/cgnewyork. The Appointment Request **MUST** be submitted **ONLY ONCE via EMAIL**; ***submitting more than once will put your submission date and time out of sequence.***

STEP TWO

An officer will contact the sender of the request on the next step, in order to conduct a pre-check of the completed form(s) and the necessary supporting documents. Once completed accurately, the appointment date and time will be scheduled.

GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- **The Application Form Must Be Printed on Legal Size Paper (8½" X 14"), Printed on Both Sides of the Paper and in Color.**
Alternatively, send a self-addressed **prepaid** envelope (15" x 10") for forms to be mailed to you, if you are unable to print the forms.
- For the passport application, the parent is deemed to be the 'Applicant' on behalf of the child.
- The maximum period of validity of the current passport for a **minor** is **FIVE (5)** years from the date of issue.

2. REQUIREMENTS

- i. **ORIGINAL DOCUMENTARY EVIDENCE** of the child's Trinidad and Tobago Citizenship must be submitted.

If the child was born IN Trinidad and Tobago:

- **Electronic Birth Certificate** (Computer generated with pin number) and the last issued T & T passport.

If the child was born OUTSIDE of Trinidad and Tobago:

- Birth Certificate.
- Foreign Passport for the child.
- Parent's computerized Trinidad and Tobago Birth Certificate.
- Proof of parent's Trinidad and Tobago Citizenship at the time of the child's birth (includes but not limited to parents' Passports/Marriage Certificate/Naturalization or Registration Certificate, if parent holds another country citizenship).
- Adoption Certificate.

- ii. **CONSENT/AUTHORISATION OF PARENTS**

Both Parents/Legal Guardians of the child must appear. (If **ONLY ONE PARENT** appears, the second parent's notarized letter/form consenting to the passport issuance for the child **MUST** be submitted). The letter/form must be signed and notarized within two (2) weeks of the scheduled appointment and must be accompanied by a notarized colored copy of the second parent's valid passport or state issued identification. If the second parent is deceased, you must submit the Death Certificate. (*See Consent Authorization Letter attached*).

- iii. **COMPLETION OF APPLICATION FORM AND SUBMISSION OF REQUIRED DOCUMENTS**

THE APPLICANT MUST: –

- Complete and sign the "Application Form for the Trinidad and Tobago Passport Infant/Child (For A Child Under 16 Years)". (*The use of correction fluid/liquid paper is not permitted*).
- Submit evidence of the child's Trinidad and Tobago citizenship.
- Produce his/her Trinidad and Tobago Passport/Identification Card or State-issued photo identification.
- Have the application form signed by an eligible recommender at Section 5 (**ONLY if applying for a T&T passport as a First Time Issue**).
- Submit the most recently issued passport in which the child's name appears.
- Ensure that the name entered on the application form is the **exact** name the applicant wishes to appear in the passport. If any information on the application form differs from the information on the documentary evidence produced, the applicant may be required to submit a Sworn Declaration to clarify any differences.
- Provide evidence of any change to the child's name by submitting a Deed Poll/Court Order document.

- iv. **CUSTODY OF CHILD**

SEPARATED OR DIVORCED PARENTS

- The parent to whom custody of the child has been awarded **MUST** produce evidence of the Court Order and any other documentary evidence as may be required.

3. APPLICATION FEES

Fees are paid by **MONEY ORDER ONLY** and made payable to “Consulate General of Trinidad and Tobago”.

All fees quoted include the price of the passport plus postage.

- Children aged 2 to 15 years
 - Ninety Dollars (US\$90.00)
- Children **under** 2 years
 - Fifty Dollars (US\$50.00)

Delivery of completed passport is via FedEx

4. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

DOCUMENTS TO BE PRODUCED: -

- Completed Passport Application Form.
- A Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration.
- One (1) passport size photograph.
- All applicable documents listed under Requirements #2 above.
- An Incident report from the 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.
- If the child’s passport is considered “**Mutilated**”, it needs to be submitted to the Consulate General and would be **retained** by the Immigration Department.

***N.B.* FEES VARY FOR THE REPLACEMENT OF A LOST, STOLEN OR MUTILATED PASSPORT. THE FINAL AMOUNT WILL BE DETERMINED DURING PROCESSING.**

A Machine Readable Passport reported Lost, Stolen, Damaged or Mutilated will be deactivated upon submission of the relevant forms and as a result, would **no longer be valid for travel.**

CONSENT AUTHORIZATION LETTER

Immigration Officer
Consulate General
of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor
New York, N.Y. 10038

Dear Sir/Madam

I _____ have no objection to
(NAME OF PARENT OR GUARDIAN - 1)

_____ applying for a passport on behalf of
(NAME OF PARENT OR GUARDIAN - 2)

our Son/Daughter _____
(NAME OF MINOR)

ADDRESS OF PARENT OR GUARDIAN-1

TELEPHONE NO. OF PARENT OR GUARDIAN-1

Thank you for your assistance.

SIGNATURE

NAME IN BLOCK LETTERS

- NB:** 1. This letter/form and a colored copy of the Parent/Guardian's valid ID must be **NOTARIZED** and submitted with the application **OR**;
2. The form and colored copy of ID can be **NOTARIZED** before the Immigration Officer, if **BOTH** Parents/Guardians are present at the time of interview.

OFFICIAL USE ONLY

Sworn to before me this

_____ day of _____ 20_____

SIGNATURE OF NOTARY PUBLIC

PLACE STAMP HERE