

PASSPORT APPLICATION FORM "B"

(FOR A CHILD UNDER 16)

(To be completed in applicant's own handwriting)

FOR OFFICIAL USE ONLY
PP NO.
DATE OF ISSUE
VALID TO
PHOTOGRAPH

1. CHILD'S NAME

(a) NAME TO APPEAR IN PASSPORT

LAST NAME

FIRST NAME

MIDDLE NAME(S)

FORMER NAME
(If changed)

MOTHER'S MAIDEN NAME

FATHER'S FULL NAME

2. CHILD'S PERSONAL INFORMATION

DATE OF BIRTH PLACE OF BIRTH

SEX HEIGHT HAIR COLOUR EYE COLOUR

HOME ADDRESS

(a) Child's permanent address in detail

No. Street

Town/City Country

Tel. (Home) Parent's Business

Parent's work address in detail

Name of Firm

No. Street

Town/City Country

3. CITIZEN OF TRINIDAD AND TOBAGO BY: BIRTH DESCENT ADOPTION REGISTRATION NATURALIZATION

CITIZENSHIP CERTIFICATE NO. _____ ISSUE DATE ____/____/____
DD MM YY

IS YOUR CHILD NOW OR HAS YOUR CHILD EVER BEEN A CITIZEN OF A COUNTRY OTHER THAN TRINIDAD AND TOBAGO?

Yes No Country Effective Date CITIZENSHIP CERT. NO. _____

If yes, citizen by: BIRTH DESCENT ADOPTION REGISTRATION NATURALIZATION ISSUE DATE ____/____/____
DD MM YY

4. PARTICULARS OF PREVIOUS PASSPORT

Write YES or NO

(a) Has the child been issued any Trinidad and Tobago travel documents?

If YES, submit document(s) and indicate

(b) Have you lost a Trinidad and Tobago Passport?

Write YES or NO (see section 8)

Passport No.	Date of Issue	Place of Issue

5. CUSTODY OF CHILD

(a) Has custody of the child been the subject of a Court Order? Write Yes or No

Court Order No. Date
DD MM YY

(b) If yes, include all legal documents referring to custody of the child.

6. DECLARATION OF APPLICANT ON BEHALF OF CHILD

I, FIRST NAME

LAST NAME

Solemnly declare that I am the
of the child (Relationship)

FIRST NAME

LAST NAME

and that:

- (i) the statements made in the application are true;
- (ii) the photographs enclosed are a true likeness of the child;
- (iii) he/she is a Trinidad and Tobago citizen;
- (iv) I have known my recommender personally for at least three years; and
- (v) he/she has no other valid Trinidad and Tobago Passport besides the one(s) listed at section 4.

Date
DD MM YY

Full Address

Identification Card No.

Signature

WARNING TO ALL APPLICANTS AND RECOMMENDERS

Any such person who makes a written or oral statement knowing it to be false or misleading is guilty of an offence and is liable to fine and imprisonment. A member of the applicant's immediate family is not acceptable as a recommender

7. LOST PASSPORT—Particulars of previous passport which has been lost or is not available for present use

NAME IN WHICH PASSPORT WAS ISSUED

PLACE AND DATE OF LOSS

Circumstances in which passport was lost or destroyed and reason for its non-availability and what measures were taken to report loss?

.....

.....

.....

.....

I as applicant on behalf of

mother/father/legal guardian/other Name of child
certify that the above particulars are correct and undertake that in the event of the passport coming again into my possession to return it to the Passport Office in Trinidad or abroad to a Trinidad and Tobago Consulate, Trinidad and Tobago High Commission/Embassy or to a British Consulate.

[]

Dated

[]

Signature of Applicant

8. DECLARATION OF RECOMMENDER

I, []

(a citizen of Trinidad and Tobago whose occupation is [])

declare that to the best of my knowledge and belief all the statements made in this application are true. I make this declaration from my knowledge of the applicant whose name is:

NAME OF APPLICANT (PARENT/LEGAL GUARDIAN) []

Surname

First Name

Whom I have known personally for and from my knowledge of the child whose name is

State No. of years

FIRST NAME []

SURNAME []

and whose photograph I have certified on the reverse side.

BUSINESS ADDRESS IN FULL
(including name of firm or organization)

[]

Dated

[]

Signature of Recommender

FOR OFFICIAL USE ONLY

Birth Certificate/Baptismal Certificate

Affidavit/Sworn Declaration

Naturalization Certificate

Adoption Certificate

Registration Certificate

Marriage Certificate

Deed Poll

Others

Citizen of Trinidad and Tobago by

Applicant seen by

Application approved by

Passport Written by

Passport Signed by

Approving Officer's Stamp

Specimen Signature of Child

Specimen Signature of Child



INSTRUCTIONS

1. The applicant for the issue of a passport to a child is the parent/Legal Guardian.

- There are no age restrictions for obtaining a passport.
- Passport fee is payable on approval of the application.
- Child/children under the age of five (5) years is/are not required—
 - (i) to accompany the applicant;
 - (ii) to sign “specimen signature”
- Child/children over the age of five (5) years must sign the “specimen signature” in the presence of the interviewing officer.

The Applicant must—

- (a) Complete and sign the application form;
- (b) Submit evidence of the child’s Trinidad and Tobago citizenship;
- (c) Have the application form signed by an eligible Recommender—See Instruction No. 5
- (d) Provide two (2) identical photographs of the child. The photographs must meet the photograph specification—See Instruction No. 8. In addition, one of the photographs must be certified on the back by the Recommender.
- (e) Submit any Trinidad and Tobago passport in which the child’s name appears.

2. Child’s Name

—Name in full to be recorded on the passport in Block Letters.

The name entered in the application should be the name the applicant is requesting to be recorded in the passport i.e. —Name of Bearer of the Passport.

If the name on the application differs from the name on the documentary evidence produced, the applicant will be required to support such change of name by Sworn Declaration/Deed Poll.

The original sworn Declaration and the original documents to which it was sworn may be retained.

3. Custody of Child

—Separated or Divorced

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

4. Citizenship

*Documentary evidence of child’s Trinidad and Tobago Citizenship.
(Original Documents Only)*

Photocopies may be accepted if originals are produced.

If the child is a citizen of Trinidad and Tobago, the applicant must provide one of the following documents—

- (a) Child’s Certificate of Birth;
- (b) Certificate of Trinidad and Tobago citizenship.

If the child was born outside of Trinidad and Tobago—

- Trinidad and Tobago Citizenship Certificate;
- Certificate of Birth showing names of parents;
- Proof of parent’s Trinidad and Tobago Citizenship at birth of child and parent’s marriage certificate where necessary.

5. Declaration of Recommender

The recommender who countersigns the Application must have known the applicant personally for at least three (3) years and know the applicant and the child well enough to Certify that the statements the applicant has made in the application are true.

N.B.—The Recommender must not be an immediate relative, must be a Trinidad and Tobago citizen and be included in one of the following—

- Minister of Religion registered under law to perform marriages.
- Managing Director, Director and Manager of Banks and Companies (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 (Above Range 30).
- Police Officer (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.

(See overleaf)

6. *Validity*

A passport is issued to a child under 16 years of age for a period of five (5) years from the date of issue.

7. *Replacement of Lost Passport*

Documents to be produced to obtain a Replacement for a Lost, Stolen, Destroyed or Inaccessible Passport—

- (1) Completed Passport Application Form “B” with two photographs.
- (2) Written certificate from Police in the applicant's district stating that loss was reported.
- (3) Statutory Declaration from Parent/ Legal Guardian outlining the circumstances of the loss.
- (4) In cases of destruction by fire, a Report from the Fire Authorities. (No. 2 above does not apply).
- (5) Other documents may be required at time of interview for a replacement passport.

8. **PHOTOGRAPH SPECIFICATION**

- Do not pin, staple or glue photographs to the application.
- Submit two (2) identical unmounted black and white or coloured photographs showing a full front view only of shoulders and head with eyes open and without dark glasses, unless there is a physical disability. Headdress may be accepted only in keeping with religious customs.
- Photographs should measure no more than 53 mm deep x 43 mm wide and no less than 45 mm deep x 35 mm wide with measurement from crown to chin no less than 35 mm.
- Photographs *must* have been taken within the last 12 months.

The recommender must certify the back of one photograph with the following words: “I certify that this is a true likeness of the child

.....”
Name of Child

and affix his/her Recommender's signature together with his/her name in block letters, Notarial seals must not be imprinted on photographs.