

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 under 16 years **MUST** appear in person at the Miami Consulate to apply for the Machine Readable Passport (MRP) *(whether it is a First Time Issue or a Renewal)* – **BY APPOINTMENT ONLY** if you reside within our Consular Jurisdiction (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Texas).

1. TO SECURE AN APPOINTMENT at the Consulate General, Miami, Florida:-

- Appointments may be scheduled via Telephone: (305) 374-2199 Ext. 317 or requested via email: cgmiamipassportappointments@foreign.gov.tt. **WALK-INS ARE NOT ACCEPTED.**

The child's photo will be taken on the date of the scheduled appointment at no additional cost.

GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- **THE APPLICATION FORM MUST BE PRINTED ON LEGAL SIZE PAPER (8 1/2" x 14") PRINTED ON BOTH SIDES OF THE PAPER AND IN COLOUR.**
Alternatively, you may send a self-addressed prepaid envelope (10" x 13") and a letter requesting forms to be mailed to your address, if you are unable to print the forms.
- Ensure that the name entered on the application form is the name the applicant wishes to have 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.

THE USE OF CORRECTION TAPE/ LIQUID PAPER IS STRICTLY PROHIBITED ON THE APPLICATION FORM.

2. REQUIREMENTS

THE ORIGINAL DOCUMENTARY EVIDENCE of the child's Trinidad and Tobago Citizenship must be submitted along with two (2) color photocopies.

1. IF THE CHILD WAS BORN IN TRINIDAD AND TOBAGO:-

- Electronic Birth Certificate (Computer generated with PIN Number).
- Last issued Trinidad and Tobago passport (if applicable).
- If the most recent passport is not available or damaged, please follow and complete the **Lost/ Stolen/ Mutilated Passport Checklist** and application form.
- Photo ID (preferably Trinidad and Tobago passport) of the parent that is making the application.

2. IF THE CHILD WAS BORN OUTSIDE OF TRINIDAD AND TOBAGO:-

- Trinidad and Tobago Citizenship Certificate (if applicable).
- Birth Certificate of Child.
- Last issued Trinidad and Tobago Passport (if applicable). If the most recent passport is not available or damaged, please follow and complete the **Lost/ Stolen/ Mutilated Passport Checklist** and application form.
- Foreign Passport for the child.
- Parent's or grandparent's Computerized Trinidad and Tobago Birth Certificate.
- Proof of parent's or grandparent's Trinidad and Tobago Citizenship at the time of the child's birth (includes but not limited to parents' Passport/ Marriage Certificate/ Naturalization or Registration Certificate/ Adoption Certificate (if applicable)).

3. CONSENT/ AUTHORISATION OF PARENTS:-

- **Both Parents/ Legal Guardians of the child must appear.** (If ONLY ONE PARENT appears, the second parent must send a notarized letter/form consenting to the passport issuance for the child). The letter/form must be signed and notarized within two (2) weeks of the scheduled appointment and must be accompanied by a notarized coloured copy of the second parent's valid passport or state issued identification.
- **Exceptions.** If the following applies, no authorization from second parent is required:-
 1. If only one parent's name is on the child's birth certificate.
 2. If the second parent is deceased (you must submit the Death Certificate).
 3. If the parents are divorced and there is a Court Order giving full custody or care and control of the child (**Court Order must be produced**).

4. CUSTODY OF CHILD OF SEPARATED OR DIVORCED PARENTS:-

- 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.

5. APPLICATION FEES:-

Fees are paid by MONEY ORDER ONLY and must be made payable to:-

Consulate General of Trinidad and Tobago

THE MAXIMUM PERIOD OF VALIDITY OF THE CURRENT PASSPORT FOR A MINOR IS FIVE (5) YEARS FROM THE DATE OF ISSUE.

COST OF PASSPORT

- Children Under Age 2 years who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina:-
US\$45.00
- Children Aged 2 to 15 years who reside within Florida, Alabama, Georgia, Kentucky, Louisiana, Texas, Tennessee, Mississippi, North Carolina and South Carolina:-
US\$121.00
- Replacement of a valid Lost, Stolen, Tampered or Mutilated Passport Book: Cost will be determined and communicated to you before the application for a new Machine Readable Passport is processed.
- **Payment Options:** Money Order/ Postal Order or Banker's Check **issued in the United States ONLY (NO PERSONAL OR COMPANY CHECKS ACCEPTED)** made payable to: **Consulate General of Trinidad and Tobago**

ONE MONEY ORDER PER APPLICANT – DO NOT SIGN AT THE BACK OF THE MONEY ORDER

Nationals who reside outside of the Continental United States:- Must provide a Postage Label that covers return mailing

- **The above stated costs are inclusive of Diplomatic and return Postage Fees***
**Postage Fee is subject to change at short notice.*
- **Passports will be mailed upon completion**
- **PASSPORT PICKUP IS AVAILABLE IN LIMITED CASES**

PLEASE DO NOT BEND OR FOLD THE FORMS

CONSENT AUTHORIZATION LETTER

Immigration Officer
Consulate General of the Republic of Trinidad and Tobago
1000 Brickell Avenue
Suite 800
Miami, FL 33131-3047

Dear Sir/Madam

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

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

behalf of our Son/Daughter _____

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 one (1) colour copy of the Parent/Guardian's valid ID must be NOTARIZED and submitted with the application OR;

2. The form and one (1) colour 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