

## INSTRUCTIONS FOR RENEWALS OF THE MACHINE READABLE PASSPORT UNDER 16 YEAR

Please be advised that all minors, **without exception**, must appear in person for renewal of their passport.

The responsible Parent(s)/Legal Guardian together with the minor must visit a passport processing station (Trinidad and Tobago or a Trinidad and Tobago Overseas Mission) to submit the application.

The following must be submitted:

- A completed Application Form for Trinidad and Tobago Passport Infant/Child (for a child under 16 years) - (yellow bordered form);
- Current passport of parent making the application;
- Current Trinidad and Tobago Machine Readable Passport of child;
- **Original** Marriage Certificate/s of parent making the application if applicable due to changes since applying for previous passport of parent or child;
- **Original** Decree Absolute/s of parent making the application if applicable due to changes since applying for previous passport of parent or child;
- If the parent/s or child has gained/acquired citizenship of any country other than Trinidad and Tobago since the application for the current Trinidad and Tobago Machine Readable passport, the **original document/s** giving such status **must** be submitted;
- Statutory Declaration/Government Registered Deed Poll for Change of Name (applicable if there has been a name change since you applied for the current passport); and
- Cash payment of fourteen pounds sterling (£14.00) for children under the age of two (2), thirty four pounds sterling (£34.00 for an Ordinary (32 page) Passport) or forty-two pounds sterling (£42.00 for a Business (48 page) Passport) for children over the age of two (2).

Please note this fee is payable on the day of the appointment.

If only one parent will be present at the appointment and their name appears on the Certificate of Birth, it is **advisable** to acquire a letter of authorisation/awareness for the absent parent, as evidence that the absent parent is aware that an application is being made on behalf of the child. Please also note that a form of identification **must** be presented.

As an **alternative**, a Statutory Declaration from the absent parent can be acquired, signed and stamped by a Solicitor, informing that authorisation has been given.

All documents not recorded in English **must** be accompanied by an official English translation.

Please note that the submission of Photocopies or Scanned copies will not be accepted without access to the original documents.