

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 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' 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 PASSPORTS AND POSTAGE

- Children Under Age 2 years – Thirty-two Dollars and Fifteen Cents (US\$35.00)
- Children Aged 2 to 15 years – Seventy-two Dollars and Fifteen Cents (US\$75.00)
- 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

- **Nationals outside of US Territories:** Must provide an Account Number (eg. FedEx)
- **The above stated fees are inclusive of the return postage fee.**
- **Passports will be mailed upon completion.**
- **PASSPORT PICKUP IS NOT AVAILABLE**

BUSINESS HOURS:

MONDAY – FRIDAY 9:00am – 5:00pm

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) coloured copy of the Parent/Guardian's valid ID must be **NOTARIZED** and submitted with the application **OR**;

2. The form and one (1) coloured 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

3. NAME AND RELATIONSHIP OF APPLICANT ON BEHALF OF CHILD

I, **FIRST NAME** _____
SURNAME _____

Solemnly declare that I am the _____ of the child whose name is:

(RELATIONSHIP)

FIRST NAME _____

SURNAME _____

APPLICANT'S FULL ADDRESS _____
Street Name Town / City

_____ Town / City Zip Code Country

Dated _____
Day / Month / Year

I.D. / Passport # of Parent / Legal Guardian _____

Signature of Parent/ legal Guardian



Date of Issue _____
Day / Month / Year

4. CUSTODY OF CHILD

(a) Has custody of the child been the subject of a Court Order? YES [] NO [] COURT ORDER NO. _____

DATED _____
Day / Month / Year

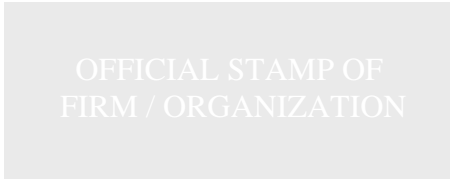
(b) If yes, include all Legal Documents referring to custody of the child.

5. DECLARATION OF RECOMMENDER * (To be completed by the Recommender Only) *

I, **FIRST NAME** _____

SURNAME _____

Solemnly declare that I am a citizen of Trinidad and Tobago and to the best of my knowledge and belief, all statements made in this application form are true. I make this declaration from my knowledge of the applicant whose name is :



NAME OF PARENT / LEGAL GUARDIAN

FIRST NAME _____

SURNAME _____

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

CHILD'S NAME

FIRST NAME _____

SURNAME _____

And whose photograph I have certified on the reverse side (applicable to renewals only).

MY OCCUPATION _____

NAME OF FIRM / ORGANIZATION AND ADDRESS

_____ Name of Firm / Organization

_____ Street Name Town/ City

_____ Town / City Zip Code Country

OFFICE TEL. NO. _____ **HOME TEL. NO.** _____

Dated _____
Day / Month / Year

I.D./D.P. / PASSPORT # _____

Date of Issue _____
Day / Month / Year

Date of Expiry _____
Day / Month / Year

Signature of Recommender →



6. CITIZEN OF TRINIDAD AND TOBAGO BY:

(A) BIRTH []
 PIN NO. _____
 REGISTRATION DATE _____
Day / Month / Year

CERTIFICATE NO. _____
 REGISTRATION DISTRICT _____

(B) DESCENT []
 CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

(C) ADOPTION []
 CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

(D) REGISTRATION [] / NATURALISATION []
 CERTIFICATE NO. _____

ISSUE DATE _____
Day / Month / Year

IS THE CHILD NOW OR HAS EVER BEEN A CITIZEN OF ANY COUNTRY OTHER THAN TRINIDAD AND TOBAGO? YES [] NO []
 If yes, please provide details below

| COUNTRY | CITIZENSHIP BY | CERTIFICATE NO. | ISSUE DATE (Date/Month/Year) |
|---------|----------------|-----------------|------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

7. TRINIDAD AND TOBAGO PASSPORT(S) PREVIOUSLY

Has the child been issued any Trinidad and Tobago Passport(s) or other Trinidad and Tobago travel Documents? YES [] NO []

If YES, list in the Table provided and submit most recently issued document

| PASSPORT NO. | DATE OF ISSUE (Date/Month/Year) | PLACE OF ISSUE |
|--------------|---------------------------------|----------------|
| | | |
| | | |
| | | |

8. ADDITIONAL REFERENCES

Please provide the following information with respect to **two** persons who are not relatives and have known you for at least three years. These persons will be contacted to confirm your identity.

FIRST NAME _____

SURNAME _____

HOME ADDRESS or BUSINESS ADDRESS (IN FULL)

_____ **TEL. CONTACT** _____

FIRST NAME _____

SURNAME _____

HOME ADDRESS or BUSINESS ADDRESS (IN FULL)

_____ **TEL. CONTACT** _____

9. DECLARATION OF APPLICANT ON BEHALF OF CHILD

I _____ solemnly declare that :

- (i) The child is a Trinidad and Tobago citizen.
- (ii) The statements made in this application are true.
- (iii) The photographs enclosed are a true likeness of the child.
- (iv) he/she has no Trinidad and Tobago Passport other than the one(s) listed at section 7; and
- (v) I know the recommender for at least three years.

DATED _____
Day / Month / Year

I.D. / PASSPORT # _____

DATE OF ISSUE _____
Day / Month / Year



Signature of Parent / Legal Guardian

FOR OFFICIAL USE ONLY

PREQUALIFICATION OFFICER _____

DATE ____/____/____
Day Month Year

BIRTH CERTIFICATE INFORMATION

COMPUTER GENERATED CERTIFICATE []

PIN NO. _____

CERTIFICATE NO. _____

REGISTRATION DISTRICT _____

REGISTRATION DATE ____/____/____
Day Month Year

ENTRY NO. _____

MANUAL CERTIFICATE []

CERTIFICATE NO. _____

REGISTRATION DISTRICT _____

REGISTRATION DATE ____/____/____
Day Month Year

ENTRY NO. _____ VOL. NO. _____

PAGE NO. _____

CHAPTER _____

SECTION _____

CITIZENSHIP BY DESCENT CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

CHAPTER _____

SECTION _____

ADOPTION CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ENTRY NO. _____ BOOK NO. _____

PAGE NO. _____

MARRIAGE CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

ENTRY NO. _____ VOL. NO. / BOOK NO. _____

FOLIO NO. / PAGE NO. _____

REGISTRATION / NATURALISATION CERTIFICATE INFORMATION

CERTIFICATE NO. _____

ISSUE DATE ____/____/____
Day Month Year

CHAPTER _____

SECTION _____

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____
Day Month Year

REF. _____

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____
Day Month Year

REF. _____

SWORN DECLARATION _____
(NAME OF DECLARANT)

DATED ____/____/____
Day Month Year

REF. _____

DEED POLL NO. _____

DATED ____/____/____
Day Month Year

DECREE ABSOLUTE _____

DATED ____/____/____
Day Month Year

OTHER INFORMATION (Where Necessary)

OFFICER'S STAMP

RECEPTION OFFICER _____

DATE ____/____/____
Day Month Year