

Embassy of the Republic of Trinidad and Tobago Washington DC

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TRINIDAD AND TOBAGO PASSPORT FOR CHILDREN UNDER 16 YEARS OLD CHECKLIST

- In keeping with the International Civil Aviation Organization's (ICAO) specifications, all children under the age of 16 must appear ***in person*** to have their photograph taken.
- All children under 16 years of age obtaining their First Machine Readable Passport or renewing their Machine Readable Passport are ***required*** to schedule an appointment for processing their application.
- Parent or legal guardian must accompany the minor (under 16 years). Legal guardian must produce appropriate documentation.
- When the names of both parents appear on the child's Birth Certificate and only one parent will be present for appointment, the absent parent must provide a notarized copy of their Passport, Driver's License or State ID, along with a letter giving permission for application to be processed in their absence.
- Complete application form using either ***blue*** or ***black*** ink. The use of correction fluid (whiteout) and erasable pens is ***not*** permitted when completing the application. Form can be obtained at www.foreign.gov.tt/embwashington
- Copy of completed form and ***all*** supporting documents should be forwarded to embdcpass@foreign.gov.tt

Once applications are reviewed, applicants will be contacted within ten (10) – fourteen (14) business days to schedule their appointment.

CITIZENSHIP BY DESCENT (DUAL CITIZENSHIP) 1ST TRINIDAD AND TOBAGO MACHINE READABLE PASSPORT *Processing time for first Machine Readable Passport (MRP) is three (3) months.*

- When applying by decent the parent/legal guardian's full name ***must*** be recorded on child's Birth or Adoption Certificate. The parent, through whom the child is obtaining citizenship, should refer to checklist for first (1st) Machine Readable passport, on our website at www.foreign.gov.tt/embwashington document 1. All applicable documents are required. That parent must be a citizen of Trinidad and Tobago by birth.
- Applicants holding citizenship of another country, applying for their first (1st) Trinidad and Tobago Machine Readable passport, must submit all applicable documents ***listed below***.

RENEWAL OF MACHINE READABLE PASSPORT: *Processing time for the renewal of Machine Readable Passport (MRP) is six (6) to eight (8) weeks.*

All applicable ***ORIGINAL DOCUMENTS*** listed below must be produced, at the time of your appointment, ***along*** with one (1) coloured copy and completed ***YELLOW BORDER*** application form.

- Child's current Trinidad and Tobago passport. If the most recent passport is lost, stolen/mutilated (damaged), visit our website at www.foreign.gov.tt/embwashington refer to documents 7 – 9.
- Valid Passport of any other nationality for which the child holds citizenship or Permanent Resident Card, *if applicable*.
- Trinidad and Tobago Computer Generated Birth Certificate/Adoption Certificate. If the child is not a citizen of Trinidad and Tobago by birth, their Original Birth Certificate/Adoption Certificate from the respective country must be produced; along with relevant official translations where necessary.
- Naturalization or Registration Certificate for country of citizenship other than Trinidad and Tobago, *if applicable*.
- Court Order or Legal Custody Agreement with respect to the child, with affixed seal/stamp from relevant judicial authority; Death Certificate if a parent is deceased, *if applicable*.
- If only one parent will be present for appointment, the absent parent must provide a ***notarised*** copy of their Passport, Driver's License or State ID, along with a ***notarised*** letter giving permission for application to be processed in their absence.
- Photo identification required from Parent or Legal Guardian (*Passport, Permanent Resident Card, Driver's License, State or National Issued Identification, Work Authorization Card*). ***Please provide ALL applicable forms of ID available.***

Additional documents may be required on a case-by-case basis.

PAYMENTS: *All payments must be made payable to "Embassy of Trinidad and Tobago" by money order only.*

- Applicants under ***two (2) years of age*** a money order for ***\$20.00*** is required.
- Applicants ***ages two (2) years and over*** a money order for ***\$60.00*** is required.

POSTAGE: A money order for ***\$28.75 (subject to change)*** must be provided for postage along with a letter of authorization to have your passport mailed.

- The authorization letter must include ***full name*** (addressee), ***full address*** of where the passport(s), should be mailed and a valid ***contact number***. The authorization letter, can also be found on our website at www.foreign.gov.tt/embwashington (Document 13).