

Embassy of the Republic of Trinidad and Tobago Washington DC
1708 Massachusetts Avenue N.W., Washington D.C. 20036
Phone: (202)-467-6490 Email: embdcimmigration@foreign.gov.tt

TRINIDAD AND TOBAGO MACHINE READABLE PASSPORT FOR MINORS
UNDER 16 YEARS APPLICATION CHECKLIST

- Applications for minors under 16 years of age are required to schedule an appointment for processing their application.
- Parents or legal guardian must accompany the minor (under 16 years). Legal guardian must produce appropriate documentation. Please note carefully that the parent is the applicant, not the child.
- 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 a ballpoint pen with either **blue** or **black** ink only. The use of Correction Fluid (white out), Erasable/Gel pens or pencils, or superimpositions are **not** permitted when completing the application form. Relevant forms can be obtained at www.foreign.gov.tt/embwashington
- Copy of completed form and ***all*** supporting documents may be forwarded to embdcpass@foreign.gov.tt for our reviewing. *Once your emailed applications are reviewed, applicants will be contacted to schedule your appointment.*
- ***All foreign documents submitted in support of an application must be apostilled. Applicants are advised to seek guidance from the issuing authority on the appropriate procedure for obtaining an apostille.***

All applicable **ORIGINAL DOCUMENTS** listed below must be produced at your interview (along with a clear coloured copy of each), a completed **YELLOW BORDER** application form and the following documents:

- Minor's current Trinidad and Tobago passport. If the most recent passport is lost, stolen/mutilated (damaged), please visit our Embassy's 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.

CITIZENSHIP BY DESCENT

If applying for a Trinidad and Tobago passport by descent, all applicable documents listed above must be submitted for both the minor, their parent and grandparent (if applicable) through whom they are claiming citizenship. Either or both the grandparent or parent must be a citizen of Trinidad and Tobago at the time of birth and their name must be recorded on their respective offspring's Certificate of Birth/Adoption. Please refer to checklist for first (1st) Machine Readable Passport, on our website at www.foreign.gov.tt/embwashington document 1.

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 **US\$20.00** is required;
- Applicants ages two (2) years old and over a money order for **US\$96.00** is required;

POSTAGE: A money order in the amount of **US\$30.00** (**subject to change**) must be submitted for service within the United States. *Applicants outside of the United States must provide a Prepaid Label/Air Way Bill that covers return mailing.* All applications must be accompanied by a letter of authorization permitting the mailing of your passport.

AUTHORISATION TO POST: The authorization letter, must include full name (addressee), full address (where the package, 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).

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