

Embassy of the Republic of Trinidad and Tobago Washington DC

1708 Massachusetts Ave, NW, Washington D.C 20036

Checklist for Trinidad and Tobago Passport for Children Under 16 years of Age

PLEASE NOTE

- 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 photographs taken, regardless of the type of passport they have (i.e. MRP or handwritten).
- All children under 16 years of age either obtaining their First Machine Readable Passport or renewing their Machine Readable Passport are **REQUIRED** to have an appointment to process their applications. **Please call to make an appointment. (202) 467- 6490 Ext. 1003**
- Either parent/s or legal guardian **AND** the minor under 16 years **MUST** be present for the appointment in order to be interviewed and to obtain a 'live image capture' for the minor. When the names of both parents appear on the child's birth certificate, at least one parent must appear with the child for the application. If the other parent is *not* going to be present, a notarized letter giving permission for the application and a coloured copy of valid id from the parent not appearing must be presented to accompany the letter by the parent submitting the application. This process must continue until the minor reaches 16 years of age regardless of whether they are obtaining a Machine Readable Passport for the First Time or renewing their Machine Readable Passport. The parent/legal guardian in this case is essentially the applicant on behalf of the child.
- All children who were previously issued a T&T passport must produce the passport that was last issued to them in order to process a renewal. If the most recent passport is not available/ damaged, please follow and complete the 'Lost/Stolen/Mutilated' Passport checklist and application form at www.foreign.gov.tt/embwashington. The application must be done by the parent/legal guardian on the child's behalf.
- If the parent/legal guardian is applying for a passport on the child's behalf as a citizen of Trinidad and Tobago by **DESCENT**, the full name of the parent through which the child is obtaining the passport **MUST** be on child's birth certificate in order for citizenship 'by descent' to be ascertained . All of the applicable documents listed below must be provided for the **CHILD by the parent or legal guardian**. The list of documents that must be provided for the **PARENT** through whom they are obtaining citizenship can be found on the '**First MRP Applicant Checklist**' at www.foreign.gov.tt/embwashington
- The maximum period of validity for children's passport is five (5) years from the issue date

Please produce all relevant original documents listed below at the time of your interview, along with **one (1) coloured photocopy of each.**

- Child's most recently issued Trinidad and Tobago Passport (*valid or expired*). If the child was not previously issued a Trinidad and Tobago passport, the passport(s) of the country for which they hold citizenship must be produced.
- Completed and signed application form **YELLOW BORDER** <http://www.foreign.gov.tt/embwashington>
- Trinidad and Tobago Computer Generated Birth Certificate/Adoption Certificate for the **CHILD**. If the child was not born In Trinidad and Tobago their Original Birth Certificate/ Adoption Certificate from the issuing country must be produced along with relevant official translations where necessary.
- Child's Alien Registration Card (Green Card) or Certificate of Citizenship for any country for which they hold citizenship (*only if applicable*)
- Court Order or Custody Agreement with respect to the child/children (*only if applicable*).
- Parent or legal guardian accompanying the child must present a valid form of Picture identification
- Money Order** made payable to the 'Embassy of Trinidad and Tobago'
 - For children under 2 years of age a money order for \$20.00 must be provided
 - For children between the ages of 2-15 a money order of \$60.00 must be provided
- Additionally, a money order for \$25.50** must be provided for the cost of having the passport mailed to you, if you would like this service. We can mail up to 6 passports in the same package however **EACH** person **MUST** complete an authorization letter in order to have the passport mailed to you.

NB: Additional documents may be required on a case by case basis from the Immigration Department.