



Consulate General of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor, New York, NY 10038, U.S.A.
Tel.: (212)682-7272 ▪ Fax: (212)232-0368 ▪ E-mail: cgnyconsulateinfo@foreign.gov.tt
▪ Website: www.foreign.gov.tt/cgnewyork

CHILD PASSPORT
FOR TRINIDAD AND TOBAGO CITIZENS UNDER 16 years of age
INSTRUCTIONS AND GENERAL INFORMATION

Entitlement to Trinidad and Tobago Passport is Restricted to Citizens of Trinidad and Tobago.

All children under the age of sixteen (16) must appear in person.

The child's photo will be taken on the date the application at no additional cost.

Applications are submitted in person to the Consulate General **STRICTLY BY APPOINTMENT ONLY!**

Contact the Consulate to secure an appointment by telephone or email:

(212) 682-7272

cgnyvcimmigration@foreign.gov.tt

1. GUIDELINES

- The application form **must** be printed on legal size paper (8½" x 14"), printed on both sides of the paper **and** in colour. Alternatively, send a self addressed stamped envelope for forms to be mailed to your address.
- For the passport application, the parent is deemed to be the 'Applicant' on behalf of the child.
- The passport applications are sent to Port-of-Spain, Trinidad and Tobago for **processing and printing of the passport.**
- **The maximum period of validity is FIVE (05) years from the date of issue.**

ORIGINALS OF ALL DOCUMENTS MUST BE PRESENTED TOGETHER WITH ONE (01) COLOURED COPY.

All originals will be returned on the day of the appointment.

2. REQUIREMENTS

i. Evidence of Trinidad and Tobago Citizenship

Original documentary evidence of the child's Trinidad and Tobago Citizenship **must be submitted**.

✓ ***If the child was born in Trinidad and Tobago:***

- Electronic Birth Certificate – Computer generated with pin number and last issued T&T passport.

✓ ***If the child was born outside of Trinidad and Tobago:***

- Birth Certificate.
- Foreign Passport for the child.
- Parent's electronic 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' passports, parents' Marriage Certificate, parents' Naturalization/Registration Certificate if parent has another citizenship).
- Adoption Certificate.

ii. Consent/Authorisation Of Parents

Both parents or the child's legal guardian must appear. (If only **one parent** appears, the second parent's notarized letter consenting to the passport issuance for the child **must** be submitted). The letter must be signed and notarized on the same day and must be accompanied by a coloured copy of the second parent's passport or state issued identification. If the second parent is deceased, you must submit the Death Certificate. **(See Consent Authorization Letter attached)**.

iii. Completion Of Application Form And Submission Of Required Documents

THE APPLICANT MUST:–

- Complete and sign the "Application Form for the Trinidad and Tobago Passport Infant/Child (For A Child Under 16 Years)". **Do not use correction fluid.**
- Submit evidence of the child's Trinidad and Tobago citizenship.
- Produce his/her Trinidad and Tobago Identification Card/ Passport or State issued photo identification.
- Have the application form signed by an eligible recommender at Section 5 **(if applying for a T&T passport for the first time or if the last T&T passport issued was lost)**
- Submit the most recently issued passport in which the child's name appears, **even if expired (if applicable)**.
- Ensure that the name entered on the application form is the name the applicant wishes to 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.
- Provide evidence of any change in the child's name by submitting a Deed Poll/Court Order

iv. Custody Of Child

SEPARATED OR DIVORCED PARENTS

- The parents 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.

v. Application Fees

Fees are paid by MONEY ORDER ONLY and made payable to “Consulate General of Trinidad and Tobago”.

- Children aged 2 to 15 years - Seventy-Five Dollars (US\$75.00)
- Children under 2 years - Thirty-five Dollars (US\$35.00)

vi. Replacement of Lost, Stolen or Mutilated Passport

DOCUMENTS TO BE PRODUCED:

- Completed Passport Application Form.
- A Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of The Peace.
- One (1) passport size photograph.
- All documents which were submitted with previous application (Original Birth Certificate etc).
- An Incident report from Police Station in the Applicant’s district stating that the loss was reported. **(if applicable)**
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police certificate.
- Other documents may be required at the time of interview for a replacement passport.

IMPORTANT TO NOTE:

- Fees vary for the replacement of a lost, stolen or mutilated passport. the final amount will be determined during processing.***
- A machine readable passport reported lost, stolen or mutilated will be deactivated upon submission of the relevant forms and as a result, would NO LONGER be valid for travel.***

3. CHECKING THE STATUS OF THE PASSPORT APPLICATION:-

Upon completion of the submission of the application at the Consulate a yellow receipt with a unique application ID number will be generated. You will be given detailed information on how to check if your passport is ready for collection.

You may visit the Consulate General’s webpage at:

<https://foreign.gov.tt/missions-consuls/tt-missions-abroad/diplomatic-missions/consulate-general-new-york-us/>

CONSENT AUTHORIZATION LETTER

Immigration Officer
Consulate General
of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor
New York, N.Y. 10038

Dear Sir/Madam

I _____ have no objection
to

(NAME OF PARENT OR GUARDIAN - 1)

_____ applying for a passport on
behalf _____ of

(NAME OF PARENT OR GUARDIAN - 2)

our Son/Daughter _____.

(NAME OF MINOR)

ADDRESS OF PARENT OR GUARDIAN 1

TELEPHONE OF PARENT OR GUARDIAN 1

Thank you for your assistance.

SIGNATURE

NAME IN BLOCK LETTERS

- NB:**
1. This letter and a coloured copy of the signee's ID must be **NOTARIZED** and submitted with the application **or**;
 2. The form/coloured copy of ID can be **NOTARIZED** before the Immigration Officer, if **both** Parents/guardian 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