



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: cgnycnsulateinfo@foreign.gov.tt
▪ Website: www.foreign.gov.tt/cgnewyork

CHILD PASSPORT APPLICATION
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 is accepted at no additional cost.

1. GUIDELINES ON COMPLETION AND SUBMISSION OF APPLICATION FORM

- The application form **must** be printed on legal size paper (8½" x 14"), printed on both sides of the paper **and** in colour. Forms can also be collected at the Consulate General.
- The passport applications are sent to Port-of-Spain, Trinidad and Tobago for **processing and printing of the passport.**
- Applications are submitted **in person** to the Consulate General, Monday to Friday from 8:00 am to 2:00 pm, with the exception of every 1st & 3rd Thursday - 8:00 am to 12:00 pm and Consulate General holidays.

2. PROOF OF 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.

If the child was born outside of Trinidad and Tobago:

- **Birth Certificate**
- **Foreign Passport for the child (if applicable)**
- **Parent's Trinidad and Tobago Birth Certificate**
- **Proof of parent's Trinidad and Tobago Citizenship (at the time of the child's birth) and Parent's Marriage Certificate (where necessary)**
- **Adoption Certificate**

3. REQUIREMENTS

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 submit the Death Certificate. (*See Consent Authorization Letter attached*).

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 applicable*)
- 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

4. CUSTODY OF CHILD

SEPARATED OR DIVORCED PARENTS

- The parent to whom custody of the child/children has/have been awarded must produce evidence of the Court Order and any other documentary evidence as may be required.

ONE (1) COLOURED COPY OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS.

5. APPLICATION FEE AND VALIDITY OF PASSPORTS

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

- Children aged 2 to 15 years - Sixty Dollars (US\$60.00)
- Children **under** 2 years - Twenty Dollars (US\$20.00)
- Postage via FedEx (*if required*) - Fifteen Dollars (US\$15.00) *Two to Three days shipping*
Twenty-Four Dollars (US\$24.00) *Next day/Overnight shipping*

The maximum period of validity is **FIVE (5)** years from the date of issue.

6. 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 as may be required at the time of interview for a replacement passport.

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.

7. CHECKING THE STATUS OF THE PASSPORT APPLICATION:-

Visit the Consulate's General website foreign.gov.tt/cgnewyork

Please follow the instructions on the handout, which will be provided at the time of the child's photograph being taken.

CONSENT AUTHORIZATION LETTER

Address: _____

Telephone: _____

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)

Thank you for your assistance.

Sworn to before me this

_____ day of _____ 20_____

SIGNATURE

(place stamp and signature below)

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.