



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 APPLICATION

FOR TRINIDAD AND TOBAGO CITIZENS UNDER 16 years of age

INSTRUCTIONS AND GENERAL INFORMATION

Entitlement to a Trinidad and Tobago Passport is restricted to Citizens of Trinidad and Tobago.

ALL children applicants (MINORS under 16 years) MUST appear in person at the Consulate General for the Machine Readable Passport (MRP) - **BY APPOINTMENT ONLY** (whether it is a First Time Issue or the Renewal of a MRP. The child's **photo will be taken** on the date of the scheduled appointment at **no additional cost**.

1. TO SECURE AN APPOINTMENT:-

STEP ONE

The "Passport Appointment Request Form" **must be completed and submitted to the email address cgnypassportappointments@foreign.gov.tt**. This form is available on our webpage www.foreign.gov.tt/cgnewyork. The Appointment Request **MUST** be submitted **ONLY ONCE via EMAIL**, as submitting *more than once* will put your submission date and time *out of sequence*.

STEP TWO

An officer will contact the sender of the request re the next step, in order to conduct a pre-check of the completed form(s) and the necessary support documents. Once completed accurately, the appointment date and time will be scheduled.

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.** Alternatively, send a self-addressed **prepaid** envelope (10" x 13") for forms to be mailed to your address if you are unable to print the forms.
- 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 for processing and printing of the passport.
- The maximum period of validity of the current passport for a **minor** is **FIVE (5)** years from the date of issue.

2. REQUIREMENTS

- i. **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 their last issued T & T passport (*if applicable*).

If the child was born OUTSIDE of Trinidad and Tobago:

- Birth Certificate.
- Foreign Passport for the child.
- Parent's computerized 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/Marriage Certificate/Naturalization or Registration Certificate if parent holds another country citizenship).
- Adoption Certificate.

- ii. **CONSENT/AUTHORISATION OF PARENTS**

Both Parents/Legal Guardians of the child must appear. (If **ONLY ONE PARENT** appears, the second parent's notarized letter/form consenting to the passport issuance for the child **MUST** be submitted). The letter/form must be signed and notarized within two (2) week of the scheduled appointment and must be accompanied by a notarized coloured copy of the second parent's valid 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)". (*The use of correction fluid/liquid paper is not permitted*).
- Submit evidence of the child's Trinidad and Tobago citizenship.
- Produce his/her Trinidad and Tobago Passport/Identification Card or State issued photo identification.
- Have the application form signed by an eligible recommender at Section 5 (**ONLY** if applying for a T&T passport as a First Time Issue 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 document.

- iv. **CUSTODY OF CHILD**

SEPARATED OR DIVORCED PARENTS

- The parent 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.

3. APPLICATION FEES

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

All fees quoted includes the price of the passport plus shipping

- Children aged 2 to 15 years
 - Eighty Dollars (US\$80.00) 2-day shipping
 - Ninety Dollars (US\$90.00) 1 day/Saturday shipping
- Children **under** 2 years
 - Forty Dollars (US\$40.00) 2-day shipping
 - Fifty Dollars (US\$50.00) 1 day/Saturday shipping

Delivery of completed passport is via FedEx

4. 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/US Notary Public or Consul Immigration Officer.
- One (1) passport size photograph.
- All applicable documents listed under Requirements #2 above
- An Incident report from the 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. **(if applicable)**
- If the child’s passport is considered “**Mutilated**”, it needs to be submitted to the Consulate General and would be **retained** by the Immigration Department.
- Any other document(s) that may be required at the time of interview for a replacement passport.

N.B. 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, Damaged or Mutilated will be deactivated upon submission of the relevant forms and as a result, would NO LONGER BE VALID for travel.

5. CHECKING THE STATUS OF THE PASSPORT APPLICATION

Upon completion of the processing of the child’s application at the Consulate General, a yellow receipt with your unique application ID number will be generated and given to the parent/guardian. The parent/guardian will also be given information on how to check the status of the passport online.

- Visit the Consulate General’s website – www.foreign.gov.tt/cgnewyork
- Click on the ‘Passport Application Status’ link under General Information.
- When the status indicates ‘Passport is at the Consulate General in New York’, your child’s passport is ready to be delivered to your mailing address.
- If your child’s passport **(if applicable)**, was returned to you while the new passport was being processed, you must mail in the old passport to the Consulate General to be deactivated and then both passports will be mailed out to you.

Please DO NOT BEND or FOLD the form(s)

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 NO. OF PARENT OR GUARDIAN 1 _____

Thank you for your assistance.

SIGNATURE

NAME IN BLOCK LETTERS

- NB:** 1. This letter/form and a coloured copy of the Parent/Guardian's valid ID must be **NOTARIZED** and submitted with the application **OR**;
2. The form and coloured copy of ID can be **NOTARIZED** before the Immigration Officer, if **BOTH** Parents/Guardians 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