



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

1. Instructions and General Information

- Entitlement to a Trinidad and Tobago Passport is restricted to Citizens of Trinidad and Tobago
- ALL child 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 Renewal of a MRP). The child's **live photo will be taken** on the date of the scheduled appointment.

2. To Secure an Appointment

- Carefully read the Instructions to know your required documents
- See Embassy Document No. 6 for the application form, and either:-
 - Download the application form, print and complete **or**
 - Complete the application form online and print it.

NOTE: Completion of Section 5 of the Form has been waived

Your completed application form, together with coloured copies of the required documents should be mailed to:

***Consulate General of the Republic of Trinidad and Tobago
125 Maiden Lane, 4th Floor
New York, NY 10038***

- You will be notified via mail, email or telephone whether additional documents are required. Upon confirmation of your appointment date, you will be invited for an interview.
- On the day of your interview, you must bring your **original** documents and money order. The child's live photograph will be taken.

3. Required Documents

Original documentary evidence of Trinidad and Tobago Citizenship must be submitted.

- ***If your child was born in Trinidad and Tobago, you must provide the following documents:***

- ☐ Completed Application Form for Trinidad and Tobago Passport Infant/Child (for a child under 16 years).
- ☐ Child's computer generated birth certificate with PIN.
- ☐ Child's Trinidad and Tobago passport (*if applicable*).
- ☐ Citizenship Certificate, if the child acquired citizenship of any other country.
- ☐ Passport or Identification Card of parent who is applying for the child's passport.
- ☐ Court Order for child's change of name (*if applicable*).

- **Custody of Child - Separated or Divorced Parents:**

- ☐ Evidence of Court Order -The parent to whom custody of the child has been awarded **MUST** produce evidence of the Court Order and any other documentary evidence as may be required

- ***If the child was born OUTSIDE of Trinidad and Tobago:***

- ☐ Birth Certificate.
- ☐ Foreign Passport of the child (*if available*).
- ☐ Proof of parent's Trinidad and Tobago Citizenship at the time of the child's birth (*including but not limited to parent's Birth Certificate, Passports, Marriage Certificate, Divorce Decree*).
- ☐ Naturalization or Registration Certificate, (if parent holds citizenship of another country).
- ☐ Adoption Certificate.

4. Guidelines for 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 page and **in colour**.
- ☐ Alternatively, send a request with self-addressed **prepaid** envelope (15" x 10") for forms to be mailed to you, 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.

- **Consent/Authorisation Of Parents**

- ☐ Both Parents/Legal Guardians of the child must appear. If only one parent appears, the second parent must submit the **notarized** Consent Authorisation letter/form consenting to the passport issuance for the child. The letter/form **must be signed and notarized** within two (2) weeks of the scheduled appointment and must be accompanied by a **notarized** colored copy of the second parent's valid passport, or state issued identification. If the second parent is deceased, the Death Certificate must be submitted. (*see Consent Authorization Letter attached*).

5. Replacement of Lost, Stolen or Mutilated Passport

Documents to be Produced: -

- ☐ Completed Passport Application Form (*see Embassy Documents #6*).
- ☐ The Notification Form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration at the Consulate General, NY (*see Embassy Documents #7*).
- ☐ One (1) passport size photograph.
- ☐ All applicable documents listed under *Required Documents#3* above.
- ☐ In the case of destruction by fire, a report from the Fire Authorities will be required.
- ☐ Any other document(s) that may be requested at the time of interview for a replacement passport.

If the child's passport is considered "Mutilated", it must be submitted to the Consulate General.

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, will no longer be valid for travel.

6. Application Fees

Fees are paid by **money order only**, and must be made payable to:

Consulate General of Trinidad and Tobago.

Fees for lost, stolen and mutilated passports vary.

(See Embassy Documents No 16 on the website)

FEES FOR CHILDREN

2 TO 15 YEARS – NINETY DOLLARS (US\$90.00)

UNDER 2 YEARS – FIFTY DOLLARS (US\$50.00)

All fees quoted include the price of the passport plus postage

- Completed passports are delivered **via FedEx**

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