



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

## **For citizens of the Republic of Trinidad and Tobago**

### **Passport Application Guidelines for Children under 16 years of age**

If you reside in New York, New Jersey, Pennsylvania, Connecticut, Rhode Island, Maine, Vermont, New Hampshire or Massachusetts, the Consulate General in New York can assist you in obtaining your first Machine Readable Passport.

#### **Step 1: Access the Application Form**

- Go to the Consulate's website: <https://foreign.gov.tt/cgnewyork>
- Under **Embassy Documents**, select **No. 6** to download and complete the passport application form (*do not use "gel" pen*). Application forms are printed in colour, legal size paper (8½ x 14") on both sides.  
[https://foreign.gov.tt/documents/744/6\\_Child\\_Passport\\_Application\\_Form\\_2gsMQe7.pdf](https://foreign.gov.tt/documents/744/6_Child_Passport_Application_Form_2gsMQe7.pdf)
- 🍀 *Note: Section 5 of the form does not need to be completed at this time.*

#### **Step 2: Gather Required Documents**

**⚠ IMPORTANT:** All documents **not issued** in the Republic of Trinidad and Tobago **must be Apostilled**.

##### **If the child was born in Trinidad & Tobago**

- Completed application form (Infant/Child under 16)
- Child's birth certificate with PIN
- Child's T&T passport, *if applicable*
- Citizenship certificate (if child has another nationality)
- Child's passport of another country, *if applicable*
- Parent's passport or Identification card
- Court orders (custody or name change, *if applicable*)
- Consent authorization letter available at the end of these guidelines

##### **If the child was born abroad (citizenship through parent)**

- Child's birth certificate
- Proof of parent's Trinidad and Tobago citizenship at the time of child's birth (parent's Birth Certificate, Trinidad and Tobago Passport, Marriage Certificate, Divorce Decree, Deed Poll/legal name change documents Adoption certificate, *if applicable*)
- Proof of child's other citizenship, *if applicable*
- Parent's naturalization/registration certificate of citizenship of any other country, *if applicable*
- Court orders (custody of child or name change of child, *if applicable*)
- Consent authorization letter available at the end of these guidelines

### **If the child was born abroad (citizenship through grandparent)**

- ⚠ Grandparent must have been a Trinidad and Tobago citizen at the time of child's birth
- Child's birth certificate
- Parent's birth certificate + national passport (to show lineage)
- For married women: marriage certificates, divorce decrees, *if applicable*
- Deed Poll or Change of Name document, *if applicable*
- Note if **the parent was already deemed a citizen of Trinidad and Tobago** and was issued a machine readable passport the child may not be required to submit the grandparents' documents
- Proof of grandparent's Trinidad and Tobago citizenship (computerized Birth Certificate, Passport, Marriage Certificate, Divorce Decree, Deed Poll/legal name change documents) which ever applicable
- Grandparent's Naturalization or Citizenship Certificate from another country, *if applicable*
- Court orders (custody of child or name change of child , *if applicable*)
- Consent authorization letter available at the end of these guidelines
- Any other documents as deemed necessary

### **Step 3: Submit Your Application**

✉ Mail your completed application form and **colored copies** of required documents to:

Send to:- **Consulate General of Trinidad and Tobago**  
125 Maiden Lane,  
4th Floor  
New York, NY 10038

### **Step 4: Notification & Interview**

- You will be contacted (by mail, email, or telephone) if additional documents are required.
- Once your appointment is confirmed, you will receive an invitation to attend to an interview
- On the day of the interview :
  - Bring all **Original documents**
  - Provide a **money order**
  - The **child's photograph will be taken** during the interview.

### **Fees (Money Order Only)**

Payable to: **Consulate General of Trinidad and Tobago**

AGE	NO. OF PAGES	COST \$US
2 to 15 years	Regular - 32	\$126.00
	Business - 48	\$156.00
Under 2 years old	Regular - 32	\$50.00

- Fees for **lost or damaged passports** vary and are determined during processing.

## Replacement of Lost, Stolen or Mutilated Passport

### Documents to Be Produced:

- Completed Passport Application Form. (*see Embassy Documents #6*).
- Provide a Notification Form for a lost, stolen, or mutilated Trinidad and Tobago passport (*which must be certified by a Commissioner of Affidavits/US Notary Public or the Consul Immigration at the Consulate General, NY*)
  - Visit the Consulate's website → Embassy Documents No. 7 → download and complete.
  - Ensure the form is printed **front and back on the same page, size 8½ x 14" paper**.
- Fire damage requires a **Fire Department report** (*if unable to secure the report, a letter can be requested from Consulate General to present to the Fire Department*).
- Mutilated passports must be submitted.
- Fees vary; determined during processing.
- Once reported, the old passport is **deactivated** and no longer valid for travel

***If your passport is considered "Mutilated", it must be submitted to the Consulate General.***

# CONSENT AUTHORIZATION LETTER

Immigration Officer  
Consulate General  
of the Republic of Trinidad and Tobago  
125 Maiden Lane, 4<sup>th</sup> 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.

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## OFFICIAL USE ONLY

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

PLACE STAMP HERE