



## PASSPORT APPLICATION INSTRUCTIONS TRINIDAD AND TOBAGO CITIZENS CHILDREN UNDER 16 YEARS

ISSUANCE OF A REPUBLIC OF TRINIDAD AND TOBAGO PASSPORT IS RESTRICTED TO CITIZENS OF TRINIDAD AND TOBAGO AND IS VALID FOR 5 YEARS FROM THE DATE OF ISSUE

### GENERAL INFORMATION

- There is no age restriction for obtaining a passport. All persons, including babies must travel on their own passport.
- Schedule an appointment at [eAppointment](#). Print the passport application form for a Child Under 16 Years. You may also collect a passport application form at any passport office.
- The **APPLICANT** for the issue of a child's passport is the parent or legal guardian:
- Applicant(s) & Child **MUST** appear in person for the scheduled appointment. If one of the applicants described below cannot attend the interview, he/she must submit a statutory declaration granting permission to apply for the child's passport on his/her behalf:
  - Only mother's name on birth/ adoption certificate - mother appears
  - Mother's and father's names on birth/ adoption certificate - both parents appear
  - Custody / Court Order - parent(s) appear according to the **FINAL** Order of the Court
  - Legal Guardian(s) - legal guardian(s) appear
  - Adoptive Parent(s) - adoptive parent(s) appear
- On the day of the appointment submit the following –
  - Completed [Child Application Form](#)
  - Original and copy of child's previous passport (where applicable),
  - Valid passport or national ID card for applicant(s) and all other required documents
  - A5 or Foolscap (legal-sized) TTPost TrackPak (available at any TTPost retail outlet)
  - Third Party Authorization Form
- All foreign documents must be **APOSTILLED**. Documents that are **NOT IN ENGLISH** must be accompanied by **OFFICIAL TRANSLATIONS** endorsed by a registered Public Translator.
- For **PASSPORT FEES** click [here](#)

### 1. REQUIRED DOCUMENTS FOR CITIZENSHIP BY:

#### BIRTH

- Computer generated birth certificate with PIN (Personal Identification Number);
- Statutory Declaration(s) (where applicable)

#### DESCENT

- Birth Certificate (Certificate of Live Birth)
- Proof of parent's or grandparent's Trinidad and Tobago citizenship – birth certificate(s), and Trinidad and Tobago passport(s)
- Certificate of Immigration Status (if applicable)

#### REGISTRATION

- Certificate of Registration
- Birth Certificate (with coloured copy)

#### NATURALISATION

- Certificate of Naturalisation
- Birth Certificate (with coloured copy)

#### ADOPTION

- Certificate of Adoption - Computer generated with PIN (Personal Identification Number);
- Adoption Order (Adoptions Granted in Foreign Jurisdictions)
- Birth Certificate (where available)
- Proof of parents' Trinidad and Tobago citizenship – birth certificate(s), and Trinidad & Tobago passport (s)

**CHANGE OF NAME:**

- The name of a minor child can only be changed by an Order of the Court in accordance with Section 5 of the Family Law (Guardianship of Minors, Domicile Maintenance) Act, Chapter 46:08

**ADDITIONAL DOCUMENTS:**

- Citizenship Certificate – For children who are citizens of another country

**THE INTERVIEWING OFFICER RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTS****2. DECLARATION OF THE RECOMMENDER (NOT REQUIRED FOR RENEWALS)**

- The Recommender **MUST** be a citizen of Trinidad and Tobago
- The Recommender **MUST** have known the applicant personally for at least **THREE (3) YEARS**
- The Recommender **MUST NOT** be an immediate relative of the applicant.
- The following categories of persons are qualified Recommenders:
  - Minister of Religion registered under law licensed to perform marriages
  - Managing Director, Company Director and Manager of Banks and Companies
  - Professionals (University Graduates **MUST** state qualifications)
  - Member of Parliament, Mayor, Borough or County Councillor
  - Notary Public/Justice of the Peace/Commissioner of Affidavits
  - Senior Public Servants (Range 30 and above)
  - Police Officer - Corporal and above rank (Include Regimental Number)
  - Prison Officer II and above rank (Include Regimental Number)
  - Fire Sub-Officer and above rank (Include Regimental Number)
  - Member of Defence Force (Corporal/Leading Seaman and above rank).
  - (Include Regimental Number)
  - School Principal, Vice-Principal, Lecturer, Graduate Teacher (Teacher I and above rank).
- If the Recommender is retired, his/her home address should be provided in lieu of address of firm/organisation
- Where applicable, the Recommender must endorse an official stamp in the space provided

**3. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT**

- Completed [Child Application Form](#)
- [Notification Form](#) for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits, Justice of the Peace or Notary Public
- One passport sized photograph with a solid white background
- A Police Report stating that the **loss** was reported; **or**
- An Incident Report from Police Station detailing the circumstances of the **theft**
- In the case of destruction by fire, a report from the Fire Authorities in lieu of a Police report
- If the passport was damaged by flood, a report from the Regional Corporation where the flooding occurred
- Other documents may be required at the time of interview for a replacement passport

**Please note that passports that have been reported Lost, Stolen or Mutilated are no longer valid for travel.**

**THE USE OF CORRECTION FLUID ON THE APPLICATION FORM IS STRICTLY PROHIBITED**