



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