



IMMIGRATION DIVISION
MINISTRY OF NATIONAL SECURITY

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 ONLY.

ALL first-time applicants for the Machine Readable Passport MUST appear in person at the designated Immigration Office

1. CITIZENSHIP

Original documentary evidence of the child's Trinidad and Tobago Citizenship must be submitted and will be returned upon delivery of the passport.

If the child was born in Trinidad and Tobago, the applicant must provide the following:

- **Birth Certificate – Computer generated with pin number**

If the child was born outside of Trinidad and Tobago:

- **Trinidad and Tobago Citizenship Certificate**
- **Birth Certificate** of child
- Proof of parent's Trinidad and Tobago citizenship at the time of the child's birth and parent's marriage certificate where necessary.

***N.B.* PHOTOCOPIES OF ALL DOCUMENTS MUST ACCOMPANY ORIGINALS, AS WELL AS A COPY OF THE BIO-DATA INFORMATION OF THE MOST RECENT PASSPORT**

2. REQUIREMENTS

The **applicant** for the issue of a passport to a child is the **parent/legal guardian**.

- There are no age restrictions for obtaining a passport.
- Children over the age of five (5) years must sign the specimen signature.

The applicant **must** –

- Complete and sign the application form.
- Submit evidence of the child's Trinidad and Tobago citizenship
- Produce their Trinidad and Tobago Identification Card or Passport.
- Have the application form signed by an eligible recommender (See Section 5)
- Submit the most recently issued passport in which the child's name appears, even if expired.
- Ensure that the name entered on the application form is the name the applicant wishes to appear in the passport.
- Provide evidence of any change in the child's name by submitting a **Deed Poll**
- If the 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.

3. 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.

4. PHOTOGRAPH SPECIFICATIONS

Note: First-time applicants for the Machine Readable Passport are not required to submit photographs. In all such cases there will be live image capture at the Immigration Office. For the issue of any subsequent Machine Readable Passport, two identical photographs of the child must be submitted which must meet the photograph specifications attached.

- Do not pin, staple or glue photographs to the application.
- Submit two (2) unmounted coloured photographs showing a full front view of applicant's face with eyes open and without dark glasses unless there is a physical disability. Headdress may be accepted only in keeping with religious customs or for medical reasons. In **all** cases, full facial features from bottom of chin to top of forehead must be clearly visible.
- Photographs should measure **31mm wide and 41mm high**.
- Photographs **must** have been taken within the last 6 months.

PLEASE NOTE. THE ABOVE SPECIFICATIONS ARE IN KEEPING WITH THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) GUIDELINES. ANY PHOTOGRAPHS THAT DO NOT MEET THESE SPECIFICATIONS WILL BE REJECTED.

5. DECLARATION OF RECOMMENDER

- The Recommender who countersigns the application must have known the **applicant** personally for at least three (3) years and know the applicant and the child well enough to certify that the statements made in the application are true.
- **The Recommender must not be an immediate relative of the applicant.**
- The Recommender **must** be a citizen of Trinidad and Tobago and be included in one of the following categories:
 - **Minister of Religion registered under law to perform marriages.** (»)
 - **Managing Director, Director and Manager of Banks and Companies.** (»)
 - **Professionals (University Graduates).** (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)
 - **Fire Sub-Officer and above rank.** (Include Regimental Number)
 - **Prison Officer II 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).** (»)

(») - THE RECOMMENDER MUST ENDORSE THE OFFICIAL STAMP OF THE FIRM OR ORGANIZATION IN THE SPACE PROVIDED IN SECTION 5 OF THE APPLICATION FORM

****If the Recommender is a retiree, his/her home address should be provided in Section (5) of the application form in lieu of address of organisation /firm.**

- The Recommender must certify the reverse of one photograph with the following words, :-
“I certify that this is a true likeness of the child

The recommender must then affix his/her signature **and** his/her name in **block letters**. Notaries seals must **not** be imprinted on photographs. The recommender is not required to certify any photographs for first time applicants of the Machine Readable Passport.

6. VALIDITY OF PASSPORTS ISSUED TO TRINIDAD AND TOBAGO CITIZEN UNDER 16 YEARS OF AGE

The maximum period of validity is **five (5)** years from the date of issue.

7. REPLACEMENT OF LOST, STOLEN OR MUTILATED PASSPORT

Documents to be produced:

- Completed Child Passport Application form.
- A Notification form for a Lost, Stolen or Mutilated Passport, which must be certified by a Commissioner of Affidavits or Justice of The Peace.
- One passport sized photograph.
- All documents which were submitted with previous application (Original Birth Certificate etc).
- An Incident report from Police Station in the Applicant’s district stating that the loss was reported.
- In the case of destruction by fire, a report from the Fire Authorities would be required in lieu of a Police certificate.
- Other documents may be required at the time of interview for a replacement passport.

It is to be noted that the reported Lost, Stolen or Mutilated Machine Readable Passport will be de-activated upon submission of the relevant forms and as a result, would no longer be valid for travel.

IMPORTANT NOTICE

PROTECT YOURSELF & YOUR CHILD FROM IDENTITY THEFT - REPORT YOUR LOST OR STOLEN PASSPORT

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

For further Information please see our website at www.immigration.gov.tt

NOTE TO ALL PHOTOGRAPHERS AND PHOTO STUDIOS

ILLUSTRATIVE GUIDELINES FOR PORTRAITS IN A MACHINE READABLE PASSPORT

In keeping with the specifications of the International Civil Aviation Organization (ICAO) for photographs taken for use in an international travel document, the following guidelines are for your attention.

1. Pose

- 1.1. The photograph should be less than six months old.
- 1.2. It should show a close up of the head and shoulders.
- 1.3. The photograph should be taken so that an imaginary horizontal line between the centres of the eyes is parallel to the top edge of the picture.
- 1.4. The face should be in sharp focus and clear with no blemishes such as ink marks, pen, pin, paper clip, staples, folds, dents, or creases.
- 1.5. The photograph should show the subject facing square on and looking directly at the camera with a neutral expression and the mouth closed.
- 1.6. The chin to crown (crown is the position of the top of the head if there were no hair) shall be 70 -80% of the vertical height of the picture.
- 1.7. The eyes must be open and there must be no hair obscuring them.
- 1.8. If the subject wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses shall not have tinted lenses. Avoid heavy frames if possible and ensure that the frames do not cover any part of the eyes. Sunglasses cannot be worn or appear on the person's head.
- 1.9. Coverings, hair, headdress, hats, scarfs, head band or bandana, or facial ornamentation which obscure the face are not permitted. (except for religious or medical reasons. In all cases, the person's full facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible)
- 1.10. The photograph must have a plain light colored background.
- 1.11. There must be no other people, chair back, or objects in the photograph.

2. Lighting, Exposure, and Color Balance

- 2.1 The lighting must be uniform with no shadows or reflections on the face, eye-glasses or in the background.
- 2.2 The subject's eyes must not show red eye.
- 2.3 The photograph must have appropriate brightness and contrast.
- 2.4 Where the picture is in color, the lighting, and photographic process must be color balanced to render skin tones faithfully.

3. Submission of Portrait to the Issuing Authority

Where the portrait is supplied to the issuing authority in the form of a print, the photograph, whether produced using conventional photographic or digital techniques, should be on good or photo-quality paper.

4. Compliance with International Standards

- 4.1 The photograph shall comply with the appropriate definitions set out in ISO/IEC 1974 – 5.



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REPUBLIC OF TRINIDAD AND TOBAGO

GENERAL INFORMATION

If you are a citizen of Trinidad and Tobago residing in another country your **first** application for a **machine-readable** passport may be done at:

- **High Commission of the Republic of Trinidad and Tobago, London, UK**
#42 Belgrave Square
London
SW1X 8NT
Tel: 01-144-207-245-9351
- **Embassy of the Republic of Trinidad and Tobago, Washington DC, USA**
#1708 Massachusetts Avenue
N.W. Washington DC
20036-1975
Tel: 1-202-467-6490/3
- **Consulate General of the Republic of Trinidad and Tobago, New York, USA**
475 5th Avenue
Fourth Floor
New York, N.Y.
10017-3204
Tel: 1-212-682-7272
- **Consulate General of the Republic of Trinidad and Tobago, Miami, USA**
#1000 Brickell Avenue
Suite 800
Miami, FL.
33131-3047
Tel: 1-305-374-2199
- **Consulate General of the Republic of Trinidad and Tobago, Toronto, Canada**
#2005 Sheppard Avenue East
Suite 303, Willowdale
Ontario
M2J 5B4
Tel: 1-416-495-9442/3, 7342, 7847