

## CONSULATE GENERAL FOR THE REPUBLIC OF TRINIDAD & TOBAGO

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### Applying for a new Machine Readable Passport for a person under 16 years of age (Child)

Applicants must provide the **ORIGINAL** and two (2) clear coloured photocopies of all relevant documents and follow the instructions listed below:

1. Submit a **completed passport application form** for a new Machine Readable Passport.
  1. Only original forms can be used. These forms cannot be bent, folded or defaced in any way.
  2. Separate application forms are to be used for persons aged 16 years and over and persons under 16 years of age
  3. The application form may be requested by mail, however, a mailing fee, payable by money order to the "Consulate General for Trinidad and Tobago" in the amount of **CDN\$5.00**, must be sent with the request.
2. Provide **Proof of Trinidad and Tobago citizenship**.
  1. If you were **born** in Trinidad and Tobago submit:
    - Electronic Birth Certificate (with Pin Number)
    - Affidavit(s) to support name [if applicable]
    - Marriage Certificate (females only – document from Registrar's Office)
    - Death Certificate of spouse (if applicable)
    - Divorce Certificate (if applicable)
    - Deed Poll or Change of Name Certificate ( if applicable)
    - Citizenship Certificate – document with full date of acquisition of citizenship, for persons who acquired another citizenship.
    - Certificate of Restoration of Trinidad and Tobago Citizenship (if applicable)
    - Passport(s) [valid or expired]
    - Custody Order – Court Order for Minors ( if applicable)
  2. If you are a citizen by **descent** submit:
    - Birth Certificate (and English translation if applicable) or Registered Canadian Certificate of live Birth (if applicable)
    - Passports (valid or expired)
    - Proof of parents' Trinidad and Tobago Citizenship – birth certificates, marriage certificate(s) and passports, Trinidad and Tobago Citizenship Certificate (Restoration Certificate), Citizenship Certificate (document with full date of acquisition of citizenship, for persons who acquired another citizenship), Court Order (if applicable)
  3. If you have become a citizen by **registration/naturalisation** submit:
    - Certificate of Registration/Naturalisation,
    - Birth Certificate (and English translation if applicable)
    - Marriage Certificate (translation in English, if applicable)
    - Passport(s) [valid or expired]
  4. If you have become a citizen by **adoption** submit:
    - Certificate of adoption (Trinidad and Tobago document only)
    - Proof of adopter's Trinidad and Tobago citizenship

3. Applicants must ensure that the relevant section of the form is completed by a **“Recommender”**. For nationals residing outside of Trinidad & Tobago the recommender is not required to be a citizen of Trinidad & Tobago.
  1. The recommender cannot be an immediate relative of the applicant and must have known the applicant personally for at least 3 years.
  2. Persons in the following categories qualify as a “Recommender”:
    - Attorney-at-Law
    - Medical Doctor
    - Notary Public/ Commissioner of Oaths
    - School Principal, Vice-Principal, Lecturer, Teacher
    - Professionals (University Graduates)
    - Member of Parliament, Municipal Councillor
    - Director/ Manager of Banks and Companies
    - Minister of Religion
    - Military Officer
    - Police Officer
    - Corrections Officer
    - Fire Officer
  3. The Recommender must endorse the official stamp of the firm or organisation in the space provided on the application form
4. **Ensure that each application is accompanied by a separate money order** payable to the *“Consulate General for Trinidad and Tobago”* in the amount of: **CDN\$69.00** (32 page) or **CDN\$85.00** (48 page), Children under 2 years of age **CDN\$30.00**
5. Each applicant must make **an appointment** and appear **IN PERSON** at the Office of the Consulate General for the Republic of Trinidad and Tobago, Toronto to submit an application for a Machine Readable Passport. Appointments can be made via telephone at the Office of the Consulate General for the Republic of Trinidad and Tobago. Appointments can be secured between 9:00 a.m. and 1:00 p.m. Monday to Friday (except Public Holidays).

**PLEASE NOTE:**

1. Applicants are not required to submit photographs. Applicants will be photographed at the Office of the Consulate General for the Republic of Trinidad and Tobago when the application is submitted.
2. There is a processing period of approximately 8 weeks as each application is transmitted to Port of Spain for approval. When passports arrive at the Consulate General in Toronto, they will be delivered to the APPLICANT ONLY at his/her HOME ADDRESS.
3. Due to the processing time, the applicant will be allowed to retain his/her previous passport however, prior to receiving the new Machine Readable Passport the previous passport must be returned to the Consulate General where it will be cancelled and both passports will then be delivered to the applicant.
4. If your previous Trinidad and Tobago passport is lost/stolen/mutilated you must complete an application for a lost/stolen/mutilated passport, attend an interview at the Consulate General for Trinidad and Tobago and await approval from Port of Spain prior before the application for a new Machine Readable Passport is processed.