



REPUBLIC OF TRINIDAD AND TOBAGO

PASSPORT REQUIREMENTS

First Issue of a Trinidad and Tobago passport

THIS APPLICATION KIT IS FOR PERSONS WHO RESIDE IN CANADA ONLY

GENERAL INFORMATION

Purpose: This application kit is for holders of Trinidad and Tobago citizenship who are first time applicants for a Trinidad and Tobago passport.

Who is eligible for a Trinidad and Tobago passport?

Trinidad and Tobago passports are issued to holders of Trinidad and Tobago citizenship.

Children must be issued their own passports. See page (5)

Am I a citizen of Trinidad and Tobago?

You are a Trinidad and Tobago citizen if you:

- **Were born** in Trinidad and Tobago; and **did not relinquish** your Trinidad and Tobago citizenship prior to July 29th 1988
- **Became a naturalized citizen**, through the approval of the Minister of National security;
- **Were born outside of Trinidad and Tobago, to a parent who was** at the time of your birth a Trinidad and Tobago citizen;
- **Were adopted** by a citizen of Trinidad and Tobago;

APPLYING FOR A TRINIDAD AND TOBAGO PASSPORT

How do I apply for a passport?

Complete the passport application form and include the fee and documents listed below.

Persons 16 years of age or older must complete Adult Passport Application "Form A". Passport Application " Form B" must be completed for children between the ages of 0 and 15 years of age.

Where can I obtain the passport application form?

Passport application forms can be downloaded from this site. If you would like to receive an application form for a passport, please send a self-addressed envelope, with appropriate postage to:

High Commission of the Republic of Trinidad and Tobago

200 First Avenue, Ottawa, Ontario. K1S 2G6

OR

Consulate General of the Republic of Trinidad and Tobago

2005 Sheppard Avenue East, Suite 303, Willowdale, ON. M2J 5B4

OR, where applicable to

The Trinidad and Tobago Honorary Consulate in your area

What documents should I submit?

The following documents must accompany your application for a first issue of a Trinidad and Tobago passport. These requirements apply to persons who are **citizens by birth, citizens by descent, citizens by naturalization, and citizens by adoption**. If any of the required documents are missing the application may be returned to you.

You must include:

- 1) Completed Application Form (Adult: Form "A", Child: Form "B")

(All passport applications must be completed **by hand** on an original form. We do not accept completed applications which are photocopied or which have been faxed to us. There is no facility for completing the form by e-mail.)

- 2) **The original of all documents**, along with a photocopy of each document.

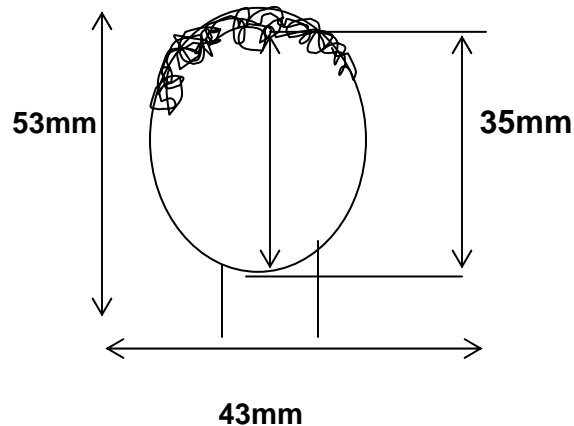
(The originals will be returned. Documents in languages other than English **MUST** be submitted with an Official Translation.)

- 3) Three **(3)** recent identical photographs.

Please note that the T&T passport photo carries a larger face size than the Canadian Passport.

Instructions for photographer: Actual photo size should be **53mm x 43mm**. From the hairline to the chin must measure between **25mm and 35mm**.

No substitutions will be accepted. It is your responsibility to ensure that the photographer complies with our requirements.



Photos must be taken face forward without head covering (no side view). Colour or black and white photographs are accepted.

4) **If you are a citizen by birth you should also provide:**

- a) Birth Certificate; and
- b) Trinidad and Tobago Identification Card

5) **If you are a citizen by descent you should also provide:**

- a) Your birth certificate (long form), which also states the particulars of the parents (i.e. live birth statement). Birth ID cards **will not be accepted**.
- b) Proof of parents' Trinidad and Tobago citizenship, i.e.: their current Trinidad and Tobago passport/s, birth certificate/s, and marriage certificate of the parent/s through whom the child is claiming citizenship

6) **If you are a citizen by naturalization you should also provide**

- a) Certificate of naturalization, and Birth certificate

7) **If you are a citizen by adoption you should also provide:**

- a) Certificate of adoption, and Birth Certificate

8) Canadian citizenship certificate **(not card)**

9) Marriage data
(If you are or have been married, documentary evidence of your marriage(s) is/are required)

10) Declaration of recommender

(The recommender who countersigns your application must have known you personally for at least (3) years and known you well enough to be confident that the statements you have made in the application are true)

Your recommender must be a Trinidad and Tobago or Canadian citizen in one of the following professional groups/positions of authority:

- Minister of religion, registered under law to perform marriages.
- Managing Director, Director and Manager of Banks and Companies, Credit Union or Trust company (Endorsement of Official Stamps necessary)
- Professionals (University Graduates)
- Member of Parliament, Mayor, Borough or County Councillor
- Notary Public/ Justice of the Peace/ Commissioner of Affidavits
- Senior Public Servant (Federal/ Provincial)
- Police Officer, (municipal, provincial, RCMP; Corporal and above rank)
- Fire (sub-officer and above rank)
- Prison Cadet Officer and above rank
- Member of Defence Force (Corporal/ Leading Seaman and above rank)
- Graduate Teacher-School Principal, Vice-Principal, Lecturer
- Senior Administrator in a Community College (includes CEGEPs)

Form “C² ” must be used in conjunction with Form A if you are submitting your application through the mail or if your spouse brings in your application. **Form “C² ”** will be dispatched to you with the relevant passport application form.

11) **Change of Name (other than marriage):**

Documents required:

- a) Deed Poll or Court Order OR Adoption Certificate OR Change of Name Certificate (as applicable)

PASSPORT APPLICATION REQUIREMENTS FOR CHILDREN

Parent or legal guardian must complete application form "B".

You must include:

- 1) Completed Application Form "B"

(All passport applications must be completed by hand on an original form. We do not accept completed applications which are photocopied or which have been faxed to us. There is no facility for completing the form by e-mail.)

- 2) **The original of all documents**, along with a photocopy of each document.

(The originals will be returned. Documents in languages other than English **MUST** be submitted with an Official Translation.)

- 3) Three **(3)** recent identical photographs of the child, which meet the same photograph for adults as state above. One of the photographs must be certified on the back by the recommender.

- 4) Documentary evidence of the child's Trinidad and Tobago citizenship, i.e. birth certificate or certificate of Trinidad and Tobago citizenship.

- 5) **If the child is a citizen by descent you should also provide:**

- i) The child's Trinidad and Tobago citizenship certificate, if applicable
- ii) The child's birth certificate, showing the names of the parents
- iii) Proof of the parent's Trinidad and Tobago citizenship, i.e.: their current Trinidad and Tobago passport/s, birth certificate/s, and marriage certificate (which indicates Trinidad and Tobago citizenship at the time of the child's birth)

- 6) **Separated or divorced parent:**

The parent to whom custody of the child/children has been awarded in applying for passports must produce **evidence of the Court Order** and any other documentary evidence as may be required.

- 7) **If the child is a citizen by naturalization you should also provide**

- a) Certificate of naturalization, and Birth certificate

- 8) **If the child is a citizen by adoption you should also provide:**

- a) Certificate of adoption, and Birth Certificate

9) **Declaration of recommender**

(The recommender who countersigns the application must have known you personally for **at least (3) years** and known you and the child well enough to be confident that the statements you have made in the application are true). The instructions for the recommender are the same as for adults as stated above.

- 10) **Form “C³”** must be used in conjunction with Form “B” if you are submitting the application through the mail. **Form “C³”** will be dispatched to you with the relevant passport application form.

Fee: **Adult: \$64** **Child: \$47**

The fee must be made payable by **Money Order or Certified Cheque** to the “Trinidad and Tobago Consulate General.” (**Fees are in Canadian funds only.**)

Postage: Please note that passports are returned by registered mail **ONLY**. Should you wish to receive your passport by mail, please submit self-addressed return envelope and stamps to the value of **Cdn. \$5.00**

Where do I submit my application?

The Consulate General of the Republic of Trinidad and Tobago
2005 Sheppard Avenue E, Suite 303,
Willowdale, Ontario
M2J 5B4

For How long is the passport valid?

Adult passports are normally issued with a 10-year validity while children under the age of 16 are issued with passports that are valid for five (5) years only.

Once the passport has reached the maximum validity of 10 or 5 years respectively, an application should be made for a new one.