

MINOR PASSPORT CHECKLIST

ALL APPLICANTS FOR MINOR PASSPORTS must include the following documents in your package:

- Original proof of US citizenship.** Submit the original document, and make one photocopy.
 - Birth certificate issued by a US city, county, or state - an original or certified “long form” certificate from the Office of Vital Statistics showing both parents’ names, with a raised seal. Hospital-issued birth certificates are not acceptable. You can acquire a certified birth certificate from the Office of Vital Statistics in your child’s state of birth or order it online at www.vitalchek.com.
 - Consular Report of Birth Abroad or Certification of Birth issued by a US Consulate overseas.
 - Original Alien Resident Card and parents’ original, signed US Naturalization Certificates.

- US Passport Application Form DS-11.** The application must be created online at <http://pptform.state.gov>. Print two copies of the DS-11 form. Do not sign the form until instructed to do so at the Passport Acceptance Facility.

- Previous US Passport, if applicable.** If your child has previously been issued a US passport, submit the most recent passport book. It will be marked cancelled and returned with the new passport.

- One NEW passport-style color photograph.**
 - The photo must be on high-quality photo paper with a white background, taken within the last six months.
 - Must be 2”x2” with face measuring 1” to 1 3/8” from top of head to chin.
 - Photos must be clearly different from photos in any previously issued passports.
 - You must have a neutral expression with closed lips. Your eyes must be open.
 - No glasses, uniforms, or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.

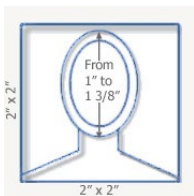
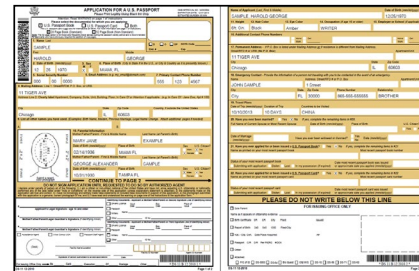
- Proof of known or anticipated travel plans**, such as a copy of airline reservations showing applicant’s name.

- Photocopies of the front and back of both parents’ valid state-issued driver’s licenses or current US passports.** The photocopies must be on 8.5”x11” paper, on only one side of the paper. If a parent’s name on the ID does not match the child’s Proof of Citizenship, an original Name Change document (marriage certificate, divorce decree, or court ordered name change document) is required.

- US Government Fees.** Submit a check or money order payable to “US Department of State.”
 - \$140.00 for a passport book only.
 - \$155.00 for a passport book and passport card.

- Form DS-3053, “Statement of Consent,” if applicable.** This form is not required if both parents accompany the applicant to the Passport Acceptance Facility. If one parent is absent, he or she must sign Form DS-3053 in front of a Notary Public.

- Two Letters of Authorization, emailed separately to you after consulting a travel specialist.** The Letter of Authorization (LOA) allows us to represent you to all agencies involved in issuing your passport. The signature on all the LOAs must be an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted. **You must obtain the LOA from your Express Passport travel specialist before you visit the Passport Acceptance Facility.**



The applicant and both parents will need to appear in person at a Passport Acceptance Facility to have their identity verified and documents reviewed by an Acceptance Agent. A \$35 execution fee will be paid directly to the facility. To find the most convenient Passport Acceptance Facility, visit <http://iafdb.travel.state.gov/>.