

Passport Application Checklist - **Ages 15 & Under**

This is only a general guide. For special circumstances/requirements & up-to-date fees, [visit travel.state.gov](http://travel.state.gov)



DS-11 Application Form

- Form must be completed in **black ink** prior to your appointment.
- If you make an error, complete a new form. **Do not correct.**
- Complete lines 1-21.
- Do **not** print double-sided.
- Do **not** sign.



Child and Both Parents/Guardians Present

If both parents/guardians are listed on the birth certificate, guardianship, or adoption orders, they both must be present.

If one parent cannot appear in person:

- Non-appearing parent may complete and notarize form DS-3053 prior to passport appointment.
- Photocopy of the front and back of the non-appearing parent's valid driver's license or government-issued ID (print **one-sided**, not double-sided).



Both Parents' Identification (if both are listed on parental/guardianship documents)

Bring one (or more) of the following:

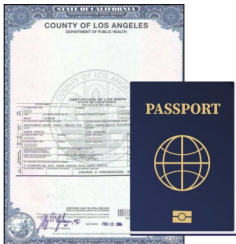
- Valid Driver's License
- Current Passport
- Government Employee ID
- Certificate of Naturalization



Proof of Parental/Guardian Relationship

Abstract and hospital birth certificates are **not** acceptable.

- Certified birth certificate required. (Must contain the names of the parents.)
- Certified Court Order of Guardianship



Proof of U.S. Citizenship

If the child was born in the U.S. you must submit one of the following:

- Previous U.S. Passport (Required if available.)
- Certified birth certificate. (Must contain the name of the parents.)

If the child born in a foreign country you must submit one of the following:

- Certificate of Naturalization
- Fully valid, undamaged U.S. Passport (can be expired)
- Consular Report of Birth Abroad or Birth Certificate



Passport Photo

Color photo. 2x2". White background. Must have been taken within the last six months. Visit travel.state.gov for full photo requirements.



Payment #1 (*visit travel.state.gov for up-to-date fees*)

*Paid to the U.S. Department of State. **Check or Money Order only.***

- Passport Book \$100
- Passport Card \$15
- Passport Book & Card ... \$115
- Expedited Service \$60 (*Ask about additional Express Mail service)



Payment #2 (*visit travel.state.gov for up-to-date fees*)

*Paid to the Fullerton Public Library. **Cash/credit/check/money order.***

- Execution Fee \$35 per application
- Passport Photo \$12 per applicant.