

OBTAINING A PASSPORT FOR YOUR MINOR

If your child needs a passport, it's not as simple as printing a form and mailing it in with a check.



1 GATHER YOUR DOCUMENTS

- Original Birth Certificate and copy
- Proof of Parental Relationship
- Valid State Issued ID and front and back copy of parents ID
- Passport Photo
- Passport Fee of \$110
- Agent Acceptance Fee of \$35

2 COMPLETE FORM DS11

This form can be accessed via travel.state.gov. You can use the State Department Form Filler which would help you fill the form out online and print it.

3 VISIT PASSPORT ACCEPTANCE FACILITY

Your completed form and documentation will need to be submitted at a Passport Acceptance Facility. Note, your child AND THE OTHER PARENT MUST BE PRESENT when submitting the documentation

WHEN THE OTHER PARENT CANNOT BE PRESENT:

If the other parent cannot be present, there are additional forms that will need to be completed based on your specific situation:

4 YOU HAVE SOLE CUSTODY

- Provide one of the following with your application:
- Court order granting sole legal custody
- Court order providing permission to apply for passport
- Certified copy of birth certificate listing only you as parent
- Certified copy of adoption decree listing you as the sole parent

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UNABLE TO APPEAR

If the other parent is unable to appear for whatever reason, you'll need to get their permission by completing **FORM DS3053**

- Must be notarized
- Provide front and back copy of their ID

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UNABLE TO LOCATE

If you are unable to locate the other parent, you must submit a form detailing exigent family circumstances. This is **FORM DS5525**.

For more info go to www.travel.state.gov