

New Passport Checklist (Child)

Step 1 - Gather required documents

2 DS11 Applications for a New Passport

2 DS11 Applications from travel.state.gov

- Complete online and print the application twice. Handwritten applications are not accepted.

DO NOT SIGN

- You will be required to sign in the presence of a Passport Acceptance Agency clerk.

2 Letters of Authorization

Mark the appropriate authorization check boxes

- Check boxes 1 and 2 only for fastest processing speed

Sign on the signature line

Proof of child's citizenship

- Previous Passport, Birth Certificate or Certificate of Citizenship

Evidence of relationship between parent and child

- Birth Certificate, Adoption Decree, or Court Order

Copy of identification from both parents

Professional 2"x2" Passport Photos

Payment (Check or Money Order)

Payable to "US Department of State"

\$140 for Book only OR \$155 for Book and Card

1 copy of the check

Unaltered (Do not change or update any of the printed information on your check.)

Temporary checks are not accepted

Itinerary

If both parents are available then proceed to Step 2. If only one parent is going to the Passport Acceptance Agency they must also have either:

A notarized Parental Consent Form DS3053 Or proof of sole custody

Continued on Page 2

New Passport Checklist (Child)

Step 2 - Take all of these documents to your local Passport Acceptance Agency

These documents will be placed inside an envelope and sealed by the Passport Acceptance Clerk:

- **1 signed DS11 Application for New Passport (signed in their presence)**
- **1 signed Letter of Authorization**
- **Proof of child's citizenship**
- **Evidence of parent/child relationship**
- **Copies of both parents' identification**
- **Passport Photo**
- **Payment**
- **Itinerary**
- **If only one parent present: Consent form or proof of sole custody**

Step 3 - Prepare package for mailing

These documents will be placed inside a shipping envelope and mailed to your passport courier:

- **1 Sealed envelope from your Passport Acceptance Agency (includes documents from Step 2)**
- **1 Signed copy of your Letter of Authorization**
- **1 Unsigned copy of your DS11 Application**
- **Copy of your check**

Step 4 - Mail completed package to your courier

