

## New Passport Checklist (Child)

### **Step 1 - Gather required documents**

#### **2 DS11 Applications for a New Passport**

##### **2 DS11 Applications from [travel.state.gov](http://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**

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**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

