

Passport Application Check List – Minors (Under 16)

Please note: Both parents must appear for minor passport application. If one parent cannot appear, the appearing parent must be able to provide a notarized DS-3053 Form and photocopied photo id of the non-appearing parent.

Additional forms may be requested at time of application.

Do you have...

- ✓ **Forms:** Minor applicants and child “renewals” use DS-11. Additional forms may be required for certain situations, minors, or for lost/stolen passports.
- ✓ **Identification:** Front and back color/very clear black ink photocopy of both parents’ photo ID. Can be a driver’s license, passport, military ID, or state issued ID. Best if at least one ID contains current address of parents.
- ✓ **Proof of citizenship:** Certified birth certificate, previous passport, naturalization certificate, or Report of Birth Abroad. Parents must also submit a black and white photocopy of child’s birth certificate. If you do not wish to submit a photocopy, you must submit a second certified copy. The extra copy will be retained on file by the DoS.
- ✓ **2x2 Photo,** neutral expression or natural smile centered on a white or off-white background. No glasses.
- ✓ **Payment:** 2 separate forms of acceptable combination -- **US Dept. of State** only accepts *personal* or *cashier checks* and *money orders* from Application Acceptance Facilities. The **OIP** accepts *personal checks* and *exact cash*. Facility acceptance fee is **\$25** on DS-11 forms.

Missing anything? The Office of International Programs may be able to help!

- ✓ **Photocopies**
 - Full-color front and back photocopy of state-issued ID: \$0.50
 - One-sided Black and White photocopy of proof of citizenship: \$0.60
- ✓ **Photo**
 - 1 color print with 2 photos: \$15
- ✓ **Forms**

<ul style="list-style-type: none"> ○ DS-11: First-time Applicant, Renewal for Minor (under 16), Renewal for passport issued over 15 years ago. ○ DS-64: Lost/Stolen Passport ○ DS-3053: Statement of Consent for Minor under 16 ○ File Search Request Form ○ DS-5525: Statement of Exigent/Special Family Circumstance 	<ul style="list-style-type: none"> ○ DS-71: Affidavit of Identifying Witness ○ DS-86: Statement of Non-Receipt of Passport ○ DS-60 Change of Name Affidavit (if name change not by marriage or on legal documentation) ○ DS-10: Birth affidavit
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For more information visit uttyler.edu/oip/passport or email us at passport@uttyler.edu!

You can also call us at **903.565.6155**.