



Passport Application Guide for Minors (under 16 years of age)

Every person that is still a minor who has to travel overseas must hold a valid passport, which is good for five (5) years.

Submission of application

Your application should be submitted in person to an authorized passport application acceptance facility or a passport agency, accompanied by both of your parents or your legal guardians. Additional documents and parental consent must be included in your application if your parent or your guardians cannot be present.

Documents required:

- Proof of your United States citizenship
- Required documents to be submitted
- Photo ID
- Parental consent
- Passport photos
- Application forms
- Payment of passport fees
- Proof of American citizenship

Parents must submit any of the following original documents that has been certified as your primary proof that your child is a U.S. citizen:

- Certified U.S. birth certificate with the following requirements:
 - Issued by the State, county or city where your child was born
 - Must show the full name, date and place of birth of the bearer
 - Must show full name of parents
 - Must bear the date when the document was filed with the registrar's office, which must be within one year after the birth
 - Must bear the signature of the registrar
 - Must have a multicolored, impressed or embossed registrar's seal
- Consular report of overseas birth
- Citizenship certificate
- Naturalization certificate
- Undamaged previous U.S. passport, even if expired

If your child cannot have a certified birth certificate according to the requirements stated above even if your child was born in the U.S., there is a combination of documents that you can submit as secondary proof of your child's American citizenship, such as:

- Hospital records
- Delayed birth certificate (filed one year after birth)
- Early school records
- Religious records such as communion, blessing, baptismal certificate, family Bible

You can request a file search if your child had been issued a Consular Report of Birth Abroad or a passport previously issued and it is not available to be included in the submission of the passport application. However, you need to take a look at the required documents (listed above) if your child was born outside the U.S.; does not have a Certificate of Citizenship; derived U.S. citizenship through the naturalization of the parents or has U.S. citizenship by birth to one or more parents that are U.S. citizens.

Proof of Parental Relationship

Proof that you are the parent of the minor applying for a passport must be submitted, according to the law. One good document to submit as proof is the U.S. birth certificate. If you opt to submit one or more of the documents listed below as your proof of U.S. citizenship, a certified copy must likewise be submitted. Proof of parental relationship could be any of the following:

- Consular Report of Birth Abroad of a United States Citizen or FS-240

- U.S. birth certificate
- Divorce/Custody decree
- Adoption decree
- Photo ID

When submitting the application for a passport for a minor, a photo ID must also be presented, together with a photocopy of the ID. This could be the photo ID of the parent or of the child if one has been issued in their name. Valid photo IDs could be any of the following:

- Valid driver's license (if this is issued in a different state than where you are submitting the passport application, a second ID is needed)
- Current and undamaged U.S. passport (if this has been issued not more than 15 years ago)
- Naturalization certificate
- Valid government ID issued by the city, state or federal government
- Valid military ID

Parental Consent

A child under the age of 16 is still considered a minor and therefore cannot apply for a passport on their own. Below are the conditions related to the passport application for a minor:

1. Both parents/or guardians must personally appear with the minor so they can provide their consent and authorize the issuance of the passport to the minor. The DS-11 application together with the signed and notarized Form DS-3053: Statement of Consent from the non-applying parent or guardian should be submitted if one of the parents or the guardians cannot personally appear. This should be signed in the presence of a Certified Notary Public. The photocopy of the front and back sides of the ID you presented to the Certified Notary Public should be together with all the forms you need to submit.
2. In cases where the minor only has one parent or guardian, the passport application must still be accompanied by proof of sole authority to apply for the minor. Proof could be in any of the following:
 - Foreign or U.S. birth certificate, adoption decree listing only the name of the applying parent, or a Consular Report of Birth Abroad
 - Court order showing that the applying parent has sole legal custody over the child, provided the child's travel is not hindered by that same court order
 - Court order that officially allows the applying parent to travel with the minor
 - Judicial declaration that the non-applying parent is incompetent
 - Death certificate of the non-applying parent or guardian

3. In the case wherein the minor has two parents or guardians but one cannot be located to give parental consent immediately, Form DS-5525: Statement of Exigent/Special Family Circumstances must be submitted by the applying parent. The form should contain in detail the reason/s why the non-applying parent or guardian is unavailable, as well as the recent efforts to contact or locate the non-applying parent. It should also include evidence as to why the claim was made, such as a restraining order, incarceration order or custody order. If the statement is deemed insufficient, the Passport Agency that is processing the application might also ask for additional details. This is done as protection against international parental child abduction.
4. There are circumstances wherein either the set of parents or guardians are not available. In cases like this, a third party may be allowed to apply for a minor's passport provided that a signed and notarized written affidavit or statement from the set of parents or guardians giving authority to the third party is submitted. Each statement that is provided must include a photocopy of the IDs of the parents or the guardians. If the affidavit is executed by only one parent or guardian, the third party must also include proof of the parent or guardian being granted sole custody of the minor.

Note: The written consent/approval coming from the non-applying parent that is required when applying for a passport for a minor should be not more than three months old.

Forms

Minors under 16 years of age applying for a passport use the following forms:

DS-11 –	Application for an American passport
DS-3053 –	Statement of Consent: Issuance of a Passport to a Minor under Age 16
DS-5525 –	Statement of Exigent/Special Family Circumstances

Fees

The fee for a passport book and passport card for minors under 16 is determined by the U.S. Secretary of State, and can vary. The fee comprises the issuance of a passport book or a passport card and the execution fee. The form to use for applying for a passport for minors under 16 is DS-11. The execution fee is collected to pay for the cost of executing the application for passport, which includes the administration of the oath, identity verification of the applicant and the transmission of the application. The fees should be paid when the passport application is submitted.

For help with your passport application for a minor under the age of 16, do give us a call. **Day Translations, Inc.** is open 24 hours each day, seven days a week. You can talk to our customer service representative in your language, so give us a call now at 1-800-969-6853 or send us an email at contact@daytranslations.com to request a free quote.

Avoid having problems when you want to apply for a passport for your minor children. You can get help from Day Translations, your friendly, reliable and trustworthy partner for [U.S. immigration](#), visas, passport and [education evaluation](#) needs.

Passport Photo

You only need to provide one passport photo, following these requirements:

It must be in color, 2" x 2" in size and printed on photo-quality paper. The photo should be taken within the past six months, showing your full face. It should be the front view of your face, between 1 inch and 1 3/8 inches from the top of your head to the bottom of your chin. The background should be off-white or plain white. Your photo should show you in normal street attire. Except when it is a daily religious attire, uniforms should not be worn. The same holds true of headgear or hats. However, if you normally wear a wig, a hearing device, or prescription glasses and other articles, you should wear these when you have your photograph taken. If, for medical reasons, you have to wear nonprescription glasses with tinted lenses or dark glasses, these should not be worn when your passport photo is taken.

Note: You have to provide a statement if you wear the articles mentioned above for medical or religious reasons.

Photos of infants and newborns should be taken without any other person. Younger children should be looking at the camera with their eyes open. Newborns and infants should be laid on their backs on a white background. There should not be any shadow on the face of the child. You can also take a photo of the child in a car seat that has been covered with a plain white sheet.