



Passport Application Guide – Minors Age 16 and 17 and Adults

The process of applying for a U.S. passport when you are a minor under 16 years of age and when you are a minor aged 16 and 17 and adults over 17 years of age has slight variations in the requirements. The process discussed here is passport application for minors (age 16 and 17) and adults.

Day Translations, Inc. has translators that are experts in the field of [U.S. visa and immigration](#), which includes getting a U.S. passport. Should you need help in [translating your personal documents written in a foreign language](#) into English, which is a requirement of the United States immigration laws, feel free to get in touch with **Day Translations via email at contact@daytranslations.com or give us a call at 1-800-969-6853 for a quick free quote.**

U.S. Passports for Minors Aged 16 and 17

The U.S. passport for minors age 16 and 17 is valid for 10 years. A passport applicant should use Form DS-11. If the minor does not have any identification that was issued by the government, a parent should accompany the minor to vouch for the applicant's identity. In case the minors already have an identification card, they can apply for a passport on their own. However, it is highly recommended that the minor be accompanied by at least one parent for the applicant's identity and to show parental awareness that their child is applying for a passport.

If any of the parents cannot accompany the minor, parental consent could be in the form of a signed statement indicating that the parent consents to the passport issuance. The statement should be submitted together with the photocopy of the ID of the parent who gave the consent.

Required documents to be submitted with the application

Together with the properly filled up Form DS-11, the applicant should submit the following:

- Evidence of U.S. citizenship (original certified documents)
- Certified U.S. Birth Certificate issued by the State, County or City where the applicant was born, filed within one year of birth. It should also list the full name, place of birth and date of birth of the applicant, as well as the full name of the parents. The birth certificate should have the date when it was filed with the office of the registrar, and should include the registrar's signature and must have the multicolored, impressed or embossed registrar's seal.
- Previous passport (undamaged, even if expired)
- Certification of Birth or Consular Report of Birth Abroad
- Certificate of Naturalization
- Citizenship Certificate

The list above contains the required documents that must be submitted together with the passport application. If you were born in the U.S. but cannot obtain a certified birth certificate based on the requirements stated above, here is a list of documents that you must submit as secondary evidence to prove your U.S. citizenship:

- Early school records
- Hospital records
- Religious records such as baptismal certificate, certificate of communion or blessing or the family Bible with your name on it
- Delayed birth certificate that was filed one year after birth

You can request for a file search (subject to a fee) if you have been issued a passport previously or a Consular Report of Birth Abroad if these documents are not readily available.

You are also required to submit a primary photo identification document and a photocopy of it together with the passport application. Valid photo identification includes:

- Undamaged U.S. passport (it if was issued less than 15 years ago)
- Certificate of citizenship or naturalization
- Valid federal, state or city government ID

- Valid military ID
- Valid driver's license (plus a second valid ID if issued in a different state than where you are applying for your passport)

If you cannot provide any of the documents listed above, you must submit secondary identification documents (in any combination) that contain your photo and signature, like:

- Student ID card
- Employment ID card
- State-issued ID card
- Expired driver's license
- Photo ID

The requirements for the passport photo is the same for all types of passport application and are included in the list of requirements for passport application of minors under 16 years of age.

Get help with your passport application and [translation of your documents](#) written in a foreign language. We can translate more than 100 languages. Call Day Translations, Inc. at 1-800-969-6853 or send an email at contact@daytranslations.com to request a free translation quote.

Filling out Form DS-11

Form DS-11 is used when applying for a United States Passport. You can download the form from the website of the U.S. Department of State, Bureau of Consular Affairs. You can print out the form and then complete it by hand. The website also provides a guide on how to fill it online before printing it.

Please note that you must not sign the passport application form until the Acceptance Agent gives you the instructions to do so. In accordance with the Internal Revenue Code 26 U.S.C. 6039E, you should provide your Social Security Number. Your failure to provide it could result in the denial of application or a long delay in the processing of your passport application.

Your application should be submitted in person at an authorized Passport Agency or a Passport Application Acceptance Facility. Make sure that the photo required to be submitted together with the filled up application form is not attached to it. Routine passport processing takes four (4) to six (6) weeks. If you have to travel overseas immediately, you can request for expedited processing that will take three (3) weeks. Expedited processing has a corresponding additional fee charges.

Note: The passport application fee and the execution fee are non-refundable even if a passport is not issued.

Passport Application Facility

The Department of State's Bureau of Consular Affairs, Office of Passport Services/Customer Service has designated several public libraries, clerks of court and post offices, and various municipal, township, county, and other state government offices to accept passport applications. You can search for the facility nearest you through this website.

Other conditions

If you are submitting an out-of-state primary ID when you apply for a passport at an Acceptance Facility, you should show an additional valid ID. For example, your driver's license was issued in Virginia and you are applying for a passport in Maryland. This will require you to show a second ID that has your photo and your full name, date of birth and the date when the document was issued.

Day Translations, Inc. can guide and help you with the documents you need for a U.S. passport application. You can request a quick free quote by sending an email at contact@daytranslations.com or by calling the toll-free line 1-800-969-6853. Our customer service representatives who speak your language are on standby to take your call and answer your questions.

Gender reassignment

If the applicant is in the process of or have already undergone gender reassignment, there are some special requirements in the ID to be submitted. The identification document should accurately show the current appearance of the applicant. The passport photo should also reflect the new appearance. The applicant must also submit a certificate from the physician, which will validate whether the gender reassignment is in process or is already complete.

The certified document should be written in the office letterhead of the attending physician and must include the following:

- Full name of the physician
- Medical certificate or license number
- Jurisdiction or issuing state of the medical certificate/license
- Telephone number and address of the attending physician
- Language of the certification stating that she or he is the attending physician and that the applicant has a doctor-patient relationship with the attending physician
- Language of the certification stating that the applicant has received or is undergoing clinical treatment for gender transition to become a male or a female
- The language of the certification should also include the statement: "I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct."

All the other requirements for the passport application of someone that had undergone gender reassignment remain the same. If there has been a legal name change as well, then an evidence for the legal change of name should also be submitted.

A certified complete gender transition makes the applicant eligible for a passport with a 10-year validity. On the other hand, if the physician certifies that the gender transition is still in progress, the applicant is eligible only to have a passport that is valid for two years. The limited passport book could be extended to a maximum 10-year validity (without any additional fee) with the submission of Form DS-5504 within two years after the passport's issue date. The Form DS-5504 is the passport re-application form for data change to a previously issued and still currently valid United States passport.

Photocopy requirements

- All IDs presented should include a photocopy showing the front and back sides of the valid ID.
- The photocopy must be on 8 1/2" x 11" plain white, standard paper stock. Other paper sizes are not acceptable.
- The image should be only on one side of each submitted page. If the copy of the front and back sides of the ID cannot be made on one page, you can submit them in two pages.
- The image of the ID can be enlarged on the page but it cannot be decreased in size.

Other instances requiring submission of a photocopy of ID

- Submission of secondary identification, except when your credit card is accepted as secondary identification
- Submission of an out-of-state primary identification, which requires the submission of a photocopy of the primary identification as well as a secondary identification
- When a person acts as an Identifying Witness (his or her ID must be photocopied)
- When a person is an assistant to a disabled applicant to witness the signature or signs for the disabled, the assistant's ID must also be photocopied

Applying for a U.S. Passport for the First Time as an Adult

If you are an adult and this is your first time to apply for a U.S. passport, you must do so in person. The steps are the same for minors below 16 years of age and minors 16 and 17 years of age, although the requirements are lesser and different. You still need to go through all the steps, as follows:

1. Completion of Form DS-11: Application for a U.S. Passport

2. Submission of application in person through a passport agency or a passport acceptance facility
3. Submission of proof of U.S. citizenship
4. Presentation of required identification documents, including photocopies
5. Payment of applicable fees
6. Submission of one standard passport photo

You can download and print Form DS-11: Application for a U.S. Passport from the U.S. Passport and Travel [website](#).

If it is difficult for you to understand what the form says, you can have a [translator](#) explain everything to you and help you fill it up. Call Day Translations, Inc. for help. Our rates are highly competitive and you are assured of being in good hands to go through the passport application process with ease. Get in touch now by calling 1-800-969-6853.

The passport application form also contains all the instructions you need to have it completed, including all the required documents you have to submit together with your application form.

You must not sign the completed form until the passport acceptance agent instructs you to do so. Your photograph should not be attached as well. By U.S. tax laws, you are required to submit your Social Security Number. Failure to do so will lead to processing delays of your passport application. It could also lead to the rejection of your application.

If you have to travel overseas in a hurry, you can have your passport processing expedited, with the corresponding fee charges through a regional passport agency. Processing time is within eight (8) business days.

Location of Regional Passport Agencies

There are a total of 24 regional passport agencies located in mainland United States, one in Honolulu, and one in San Juan, Puerto Rico. The rest are located in the following areas:

1. Hot Springs, Arkansas
2. Atlanta, Georgia
3. Boston, Massachusetts
4. Buffalo, New York
5. Chicago, Illinois
6. Aurora, Colorado
7. Stamford, Connecticut
8. Dallas, Texas
9. Detroit, Michigan
10. El Paso, Texas
11. Houston, Texas

13. Los Angeles, California
14. Miami, Florida
15. Minneapolis, Minnesota
16. Portsmouth, New Hampshire
17. New Orleans, Louisiana
18. New York, New York
19. Philadelphia, Pennsylvania
20. San Diego, California
21. San Francisco, California
22. Seattle, Washington
23. St. Albans, Vermont
24. Washington, District of Columbia
25. Tucson, Arizona

Note: A Special Issuance Agency that handles diplomatic, official and no-fee passports is located in Washington, D.C.

Required documents to be submitted

As an adult and applying for a U.S. passport for the first time, you are required to apply in person, with your completed application form and the required documents that prove you are a U.S. citizen. All the documents that you submit will be returned to you when the passport is delivered to your mailing address. Submit any of the following as primary evidence:

- Certified U.S. birth certificate that contains the name of the state, county or city where you were born. It should have your full name, date and place of birth, your parents' full names, the date the certificate was filed with the registrar's office (within one year of birth) and also contains the registrar's signature and the registrar's seal (multicolored, impressed or embossed), according to 22 CFR 51.42(a)
- Certification of birth or Consular Report of Birth Abroad
- Certificate of Naturalization
- Citizenship Certificate
- Valid Driver's License
- Current federal, state or city government ID
- Current Military ID (military and dependents)

If you cannot submit any of the primary evidence of U.S. citizenship, you can submit a combination of secondary evidences. See which documents are appropriate for you:

1. Early Public Records

If you are submitting early public records, you should also submit a Letter of No Record. Early public records should be those that were created during the first five

years of your life. They must show your full name and the date and place of your birth, such as the following:

- Hospital birth certificate
- Doctor's record of post-natal care
- Family bible record
- Baptismal certificate
- Early school record
- Census record

If you were born in the United States but cannot submit your U.S. Birth Certificate because it was not filed within the first year of your birth, a Delayed U.S. Birth Certificate, which is filed one year after you were born is acceptable, provided that:

- It states the reference document that was used to create it, preferably your early public records
- It contains the signature of the birth attendant or includes an affidavit signed by your parents
- However, in cases where you are not able to include these two items with the delayed U.S. birth certificate, you should submit the delayed birth certificate together with your early public records.

2. Letter of No Record

The Letter of No Record should be issued by the state where you were born and must show your name, your date of birth, the years in which the record of your birth was searched and the acknowledgment that there was no birth certificate found in the database.

3. Birth Affidavit – Form DS-10

Another document you can submit if you cannot present any primary evidence of your U.S. citizenship is a birth affidavit, subject to the following conditions:

- It must be notarized
- It must be submitted together with the passport application form and early public records
- It should be completed by an individual or an older blood relative who has personal knowledge of your birth in the United States
- It must briefly include a statement on how the knowledge of the birth was acquired

Note: If no older blood relative is available, the birth affidavit must be completed by the physician who attended your birth or by an individual who has personal knowledge of your birth in the U.S

4. Evidence of Parents' Citizenship and Foreign Birth Documents

If your parents are U.S. citizens and you were born abroad but cannot submit a Certification of Birth or a Consular Report of Birth, all of the documents below must be submitted:

- Your foreign birth certificate
- Evidence that proves your parents are U.S. citizens
- Marriage certificate of your parents
- A statement from your U.S. citizen parent or parents that provides all the places of residence and the periods of their residence and physical presence in the U.S. and abroad prior to your birth

Notes:

1. The additional information for Documentation of U.S. Citizens Abroad is available [here](#).
2. All documents that are written in a foreign language must be translated into English, in the required format.
3. A voter registration card, an army discharge card and a social security card are not acceptable as secondary documents to prove your U.S. citizenship.

Day Translations, Inc. helps people in all their document translation needs. If your documents for submission together with your passport application are written in another language, do not hesitate to give Day Translations a call at 1-800-969-6853 for a free quote. We will get back to you in a matter of minutes.

Passport Fees

Passport fees are determined by the Secretary of State and can vary. Check out the current passport fees from this [website](#).

U.S. Passport Card

If you are not yet ready for a U.S. Passport Book, you can apply for a U.S. Passport Card. It is an alternative to a U.S. passport but is not valid for international air travel. The U.S. Passport Card is issued in the U.S. to meet the Western Hemisphere Travel Initiative documentary requirements. The wallet-sized travel document can be used to enter the United States from Bermuda, the Caribbean, Mexico, and Canada and other member states of the Western Hemisphere Travel Initiative at sea ports-of-entry or at land border crossings. It is beneficial for individuals and business travelers who live in border communities and U.S. citizens that frequently travel by land or sea between the United States and Mexico and Canada. Citizens taking a cruise ship to the Caribbean and Bermuda from the United States can use it.

Note: A U.S. passport card is valid for 10 years.

Applying for a U.S. Passport Card

All citizens of the United States may apply for a Passport Card unless you already have a valid U.S. Passport Book that allows you to travel internationally. First time applicants should apply in person and use Form DS-11: Application for a U.S. Passport. You will also be required to submit proof of U.S. citizenship and a standard passport photo.

The U.S. Passport Card will be sent to you via First Class Mail after it has been processed. It contains a vicinity-read radio frequency identification chip that leads to your records stored in secure databases used by the government. There is no personal information written on the chip. It also has a protective RFID-blocking sleeve that prevents unauthorized tracking or reading of the passport card when it is not being used.