Applying for a Passport for Children Under 16-years Old
Note to Providers
This guide and the Family Preparedness Plan can be found at
www.bmc.org/programs/center-family-navigation-and-community-health-
promotion/resources

May 2017
Applying for a passport for children under 16 years old

- All passport applicants under 16 must apply in person using Form DS-11.
- Passports for children under 16 are only valid for 5 years.

### How to Apply

<table>
<thead>
<tr>
<th>Task</th>
<th>Action steps</th>
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<tbody>
<tr>
<td><strong>1</strong> Fill Out Form DS-11 Please note:</td>
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</table>
|   | - **Do not sign** your child's application until instructed to do so by the acceptance agent.  
|   | - You must provide your child's Social Security number.  
|   |   - If your child does not have a Social Security number, you must submit a statement, signed and dated, that includes the phrase, “I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: (Child's full name) has never been issued a Social Security Number by the Social Security Administration.”  
|   | - You may request a larger passport book with 52 pages for your child, at no additional cost, by checking the '52 page' box at the top of the DS-11.  
|   |   |
| **2** Provide U.S. Citizenship Evidence |  |
|   | You must submit one of the following U.S. citizenship documents for your child. Your evidence must be an original or certified copy. Photocopies and notarized copies are not acceptable.  
|   |   - Fully-valid, undamaged U.S. passport (may be expired)  
|   |   - U.S. birth certificate that meets the following requirements:  
|   |     - Issued by the city, county, or state of birth  
|   |     - Lists child's full name, date of birth, and place of birth  
|   |     - Lists the parent(s)' full names  
|   |     - Has the date filed with registrar's office (must be within one year of birth)  
|   |     - Has the registrar's signature  
|   |     - Has the seal of the issuing authority  
|   |     - [Consular Report of Birth Abroad or Certification of Birth](#)  
|   |     - Certificate of Citizenship  
<p>| | |
|   |   |</p>
<table>
<thead>
<tr>
<th>3</th>
<th><strong>Bring a Photocopy of U.S. Citizenship Evidence</strong></th>
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<tbody>
<tr>
<td>Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you’re submitting from the above list. Photocopies must be:</td>
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<tr>
<td>• Legible</td>
<td></td>
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<tr>
<td>• On white 8.5”x11” standard paper</td>
<td></td>
</tr>
<tr>
<td>• Black and white</td>
<td></td>
</tr>
<tr>
<td>• Single-sided</td>
<td></td>
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<tr>
<td>If you don’t want to submit a photocopy of your citizenship evidence, you may submit a second certified copy of your citizenship evidence, which we will keep. If you don’t submit a photocopy or a second certified copy of your citizenship evidence, your passport processing could be delayed.</td>
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<thead>
<tr>
<th>4</th>
<th><strong>Show Parental Relationship</strong></th>
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<tbody>
<tr>
<td>You must submit documentation that lists the parent(s) or legal guardian(s) of the child applying for a passport.</td>
<td></td>
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<tr>
<td>The following may be used to show parental relationship:</td>
<td></td>
</tr>
<tr>
<td>• U.S. birth certificate (<em>also evidence of U.S. citizenship</em>)</td>
<td></td>
</tr>
<tr>
<td>• Consular Report of Birth Abroad (<em>also evidence of U.S. citizenship</em>)</td>
<td></td>
</tr>
<tr>
<td>• Foreign birth certificate</td>
<td></td>
</tr>
<tr>
<td>• Adoption decree</td>
<td></td>
</tr>
<tr>
<td>• Divorce/Custody decree</td>
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<tr>
<td>Please note: Some documents, like a U.S. birth certificate, show both U.S. citizenship and parental relationship. These documents must be originals or certified copies (not photocopies).</td>
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<tr>
<th>5</th>
<th><strong>Present ID</strong></th>
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<tbody>
<tr>
<td>The parents/guardians must present one of the following identification documents (IDs) to the acceptance agent:</td>
<td></td>
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<tr>
<td>• In-state, fully-valid driver's license</td>
<td></td>
</tr>
<tr>
<td>• Valid or expired, undamaged, U.S. passport</td>
<td></td>
</tr>
</tbody>
</table>
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matrícula Consular (Mexican Consular Identification, commonly used by a parent of a U.S. citizen child applicant)

Please note: If you present out-of-state identification, you must present an additional ID.

### 6 Bring a Photocopy of ID

Submit a photocopy of the front and back of each ID that you present to the acceptance agent.

**Requirements:**
- Photocopy must be on plain white, 8 1/2 x 11" standard paper.
- Photocopy cannot be double-sided.
- Do not decrease the image size (although you may enlarge it).

### 7 Show Parental Consent

Both parents/guardians must authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport.

**What if both parents/guardians cannot appear in person?**

- **If you have sole legal custody:**
  - You must submit evidence of this with the application. Examples include:
    - Complete court order granting you sole legal custody of the child, such as a divorce decree or other custody order
    - Complete court order specifically permitting you to apply for your child's passport (photocopy is acceptable)
    - Certified copy of the child's birth certificate listing you as the only parent
    - Certified copy of an adoption decree listing you as the only parent
- Certified copy of the judicial declaration of incompetence of the parent that cannot appear in person
- Certified copy of the death certificate of the parent that cannot appear in person

- If one parent is unable to appear:
  - If one parent/guardian cannot go with the child to apply for the passport, they can give permission by completing Form DS-3053 "Statement of Consent." You must submit the completed form with the child's passport application. The parent that cannot go with the child must:
    - Sign and date Form DS-3053 in the presence of a certified notary public, and
    - Submit a photocopy of the front and back side of the ID that they present to the notary public with Form DS-3053.

- If you cannot locate the other parent:
  - You must submit Form DS-5525 "Statement of Exigent/Special Family Circumstances."
  - Please complete the form with as much detail as possible.
  - We may ask for additional information (e.g., custody order, incarceration order, restraining order) to protect against international parental child abduction.

- If neither parent is able to appear:
  - A third party may apply for the child's passport with a notarized statement from both parents/guardians giving that third party permission to apply for the child.
  - The statement must include a photocopy of the parents/guardians' identification.
  - When the statement is from only one parent/guardian, the third party must present evidence of sole custody of the consenting parent/guardian.
Provide a Photo
You must provide one photo of the child with the application.

Please note:
- Do not attach your photo to the form before submitting it to the acceptance agent.
- Some passport acceptance facilities provide photo services for an additional fee.

Tips for taking photos of infants and newborns:
- Lay the child on its back on a white blanket or sheet to ensure its head is supported without the aid of a hand.
- Alternatively, cover a car seat with a plain white sheet and take a picture of your child in the car seat.
- Please make sure no other person is in the photo.
- A photo with the child looking at the camera is preferred, although not required.

To avoid processing delays, be sure the photo meets all photo requirements. See FAQs.

Calculate Fees

<table>
<thead>
<tr>
<th>Product</th>
<th>Form</th>
<th>Application Fee</th>
<th>Execution Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>DS-11</td>
<td>$80</td>
<td>$25</td>
<td>$105</td>
</tr>
<tr>
<td>Passport Card</td>
<td>DS-11</td>
<td>$15</td>
<td>$25</td>
<td>$40</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>DS-11</td>
<td>$95</td>
<td>$25</td>
<td>$120</td>
</tr>
</tbody>
</table>

Submit Your Completed Application

Inside the United States:
- You and your child must submit your completed application, including citizenship evidence, photocopy of ID, photo, and fees, in person at a passport acceptance facility.
- Your child may be eligible to apply in person at a passport agency if you are traveling soon.
If your child does not have a Social Security number, you must submit a statement, signed and dated.

I declare under penalty of perjury under the laws of the United States of America that the following is true and correct:

___________________________________________, ______________________
Child’s full name                           Date of Birth

has never been issued a Security Number by the Social Security Administration.

___________________________________________, ______________________
Name                                       Date

___________________________________________
Signature