

PROMPT PASSPORT SERVICES

Required Document Checklist — Standard Child U.S. Passport Requirements (Under Age 16)

CHILD PASSPORT VERIFICATION REQUIRED

Children under 16 must appear in person at an authorized Acceptance Facility with BOTH parents/legal guardians. If one parent cannot attend, a notarized Form DS-3053 and a photocopy of the front and back of their ID must be provided.

1. REQUIRED DOCUMENTS

☐ DS-11 Application Form

Complete Form DS-11 online via the official government tool and print single-sided. **CRITICAL: Do NOT sign it yet.** The form must be signed in person before an authorized Acceptance Agent.

☐ Proof of U.S. Citizenship & Parental Relationship (Original + Copy)

Provide an original or certified copy (returned to you by the government). Required: Long-form Birth Certificate (showing both parents' names), Consular Report of Birth Abroad, or Child's Naturalization Certificate. Note: A previous passport satisfies citizenship proof, but an original birth certificate is still mandatory to verify the parental relationship.

☐ Parents' Valid Photo IDs & Photocopies

Provide current Driver's Licenses or State IDs for both parents, plus a clear front-and-back photocopy of each ID on a single sheet of paper.

☐ Child's Passport Photo

One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, filters, or parents' hands visible in the frame. Must be under 6 months old.

☐ Government Fee (Check or Money Order)

Personal or cashier's check made out exactly to "U.S. Department of State" (write child's full name & DOB on memo line). Cash/credit not accepted.

- **Standard Child Passport Book: \$123.36** (Includes government routine processing fee and 1-2 day return shipping)
- **Standard Child Passport Book & Card: \$138.36** (Passport card ships separately via standard mail)

2. IN-PERSON IDENTITY VERIFICATION & SUBMISSION

Take the child, both parents, and all required items listed in Section 1 to a local Passport Acceptance Facility (Post Office or County Clerk office).

- **Verification:** The agent will verify parental identity, check the relationship documentation, witness parent signatures, and execute the application.
- **Direct Government Shipping:** Once executed, the acceptance agent will package your documents securely and ship them directly from their facility to the Passport Agency. You do not need to take or ship any envelopes yourself.