



# Child Passport Checklist

## IMPORTANT INSTRUCTIONS

If an item has **COPY** listed next to it, you must include a copy inside the FedEx envelope (in addition to the sealed documents)  
**Under NO circumstances can we open a sealed passport application.**

### DS-11 Passport Application (Child is the Applicant)

The DS-11 must be filled out online - it **cannot be handwritten**, or be printed double-sided. Only sign the DS-11 in the presence of an acceptance agent.

**COPY**

### DS-3053 Statement of Consent (if applicable)

If one parent is not able to visit the acceptance agent for sealing. The applying parent must get a DS-3053 notarized by the absent parent.

**COPY**

### Travel Itinerary or Business Letter

Must show departure date within 14 days. The travel itinerary dates **MUST** match the departure date on the DS-11 (For business letter it must be printed on company letterhead).

**COPY**

### Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background - Include an additional photo as the "copy". No hats, glasses or uniforms.

**COPY**

### Proof of Identification

Copies (front & back) of a valid State issued Driver License (or ID card) for **each** of the parents. (if Child is 16 or 17 only one parents ID and the child's' ID are necessary)

**COPY**

### Proof of Citizenship

A state issued ORIGINAL or certified copy of the child's birth certificate with a **RAISED SEAL** OR Expired **5-year validity** passport OR **certificate of naturalization**. (if applicable)

### Government Application Fees

A money order or check (no starter or temporary checks) for **\$140.00 or \$155.00** (if optional passport card selected) pay to the order of is "**US DEPARTMENT OF STATE**"  
**(DO NOT ABBREVIATE)**

### Authorization Letter (USE BLUE INK TO FILL THIS OUT)

This letter allows Expedited Passports & Visas to act on your behalf to expedite your passport. It must be filled out **exactly like the provided sample**, but must be hand filled by you. Do not forget to enclose a copy of this inside the FedEx envelope. Parent should sign.

**COPY**

## PROCEED TO ACCEPTANCE AGENT

Once you have all the documents and copies; proceed to a Passport Acceptance Clerk. The Clerk will watch you sign your DS-11. Then the Clerk will take all the above documents and seal them.

**(if you don't have copies yet, do not seal your documents, Copies are Required!).**

**Do NOT** Give the Copies to the Clerk, **Include the Copies in the FedEx Envelope.**

The Clerk will charge \$25.00 payable at the time the service is executed.

Tell the clerk you are expediting through a third party, **they will give you the sealed envelope.**

## SEND DOCUMENTS via FEDEX

Make sure the sealed envelope has your name, date of birth and travel departure date written on it. Make sure everything that has a **COPY** is included (in addition to the sealed envelope) inside the FedEx envelope. **Use the prepaid FedEx label provided.**