



# Child Passport Checklist

TO AVOID DELAYS IN PROCESSING YOU MUST COMPLETE A QUALITY CONTROL CHECK WITH YOUR CASE MANAGER PRIOR TO RECEIVING A SHIPPING LABEL.

## DS-11 Passport Application

The DS-11 must be filled out online - it cannot be handwritten, or printed double-sided.  
**Do not sign the DS-11 application until instructed by a passport clerk.**

## 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. **All handwritten alterations will be rejected.**

## Proof of Travel

Must have a flight or hotel confirmation that shows travel with 14 calendar days. Departure date must be listed on the DS11 and must have the applicant's name on it.

## Passport Photo

Must meet the government requirements, including but not limited to: 2"x2" photo with a white background - **Do not wear white, no glasses, hats, or uniforms.**

## Proof of Identification

Copy (front & back) of both parent's valid State-issued Drivers license (or state-issued identification card). If 16 years old or older, only one parent is needed.

## 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

Money order or Cashier's check only, made payable to US DEPARTMENT OF STATE

**Amounts vary based on products. Passport Book: \$160 OR Passport Book and Card \$175**

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

This letter is provided to you by your case manager. It authorizes our courier to submit your documents to the US Department of State on your behalf. Print this letter then complete it by hand using a blue pen. This form must be completed neatly, DO NOT USE A MARKER WHEN COMPLETING THIS LETTER.

## PROCEED TO ACCEPTANCE AGENT

Once you have gathered all the necessary items above, you must visit a passport acceptance clerk. CHILD MUST BE PRESENT with both parents unless a minor consent form was notarized by the absentee parent. The clerk will witness you sign your DS11, then take all the above documents and seal them into an envelope. Please contact us if you have any issues with the passport clerk as this step is critical and any issues here can result in delays while processing your passport.

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

## SEND DOCUMENTS via FEDEX

Place the sealed envelope into a FedEx envelope, then affix the shipping label to the FedEx envelope. Make sure the sealed envelope has your name, date of birth, and travel departure date written on it. You must use the shipping label provided by your case manager, do not purchase another label.