

# Passport Application Checklist– Minors (under 16)

**IMPORTANT: All minors and BOTH parents must appear in person.**

1. Passport application (must be two pages)
  - a. Filled out in black ink or printed off the website ([www.travel.state.gov](http://www.travel.state.gov))
  - b. Passport Book (International travel by air, sea, or land)
  - c. Passport Card (Only US entry by sea or land from Canada, Mexico, the Caribbean, and Bermuda)
  - d. Routine Processing (**4 - 6 weeks**) or Expedite Processing (**2 - 3 weeks**)
2. Proof of U. S. Citizenship – Original (no photocopies or notarized copies)
  - a. Certified birth certificate, old passport, or naturalization certificate
3. Photocopy of Proof of U.S. Citizenship
  - a. Black & white copy of front (& back if there is printed information)
4. Proof of Parental Relationship
  - a. Certified birth certificate including parents’ names
5. Passport Photo of the Minor (No glasses) – **Library does not provide this service**
  - a. Do not wear camo attire or a white shirt.
  - b. If you wear a hat or head covering for religious purposes, submit a signed statement verifying the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
  - c. If you wear a hat or head covering for medical purposes, submit a signed doctor’s statement verifying that the hat or head covering in your photo is used daily for medical purposes.
6. Current Valid Photo ID of BOTH parents - No temporary IDs (receipt paper IDs)
7. Photocopy of ID of BOTH parents (must be same ID that has been presented)
  - a. Must have a copy of front & back of the ID (one ID per sheet)
8. If only one parent can be present, Form DS-3053 must be submitted with a front and back copy of the absent parent’s ID for EACH MINOR
9. Passport Fees per passport application - **Each applicant must have a separate check or money order**
  - a. Check or Money Order Only - Payable to “U.S. Department of State”
  - b. Passport Book - \$100.00
  - c. Passport Card - \$15.00
  - d. Both book & card - \$115.00
  - e. Expedite fee (optional) - \$60
  - f. 1-3 Day Delivery of Book Only fee (optional) - \$22.05
10. Execution Fee of \$35 per passport application
  - a. Cash, Check, Money Order, or Debit/Credit Card
  - b. 1-3 Day Delivery fee (optional) - \$28.95
  - c. Payable to the Derby Public Library

<u>Derby Public Library Passport Hours</u>	
Mon – Thurs	9:00 – 8:00
Fri	9:00 – 5:30
Sat	9:00 – 4:00
Sun	1:00 – 4:00

Mon – Thurs	9:00 – 8:00
Fri	9:00 – 5:30
Sat	9:00 – 4:00
Sun	1:00 – 4:00