

## Passport Application checklist — Minor (age 15 and younger)

### **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 from the State Department website (<https://travel.state.gov/content/travel/en/passports.html> )
  - b. Passport book (international travel by air, sea, or land)
  - c. Passport card (U.S. entry by land or sea from Canada, Mexico, the Carribean, and Bermuda only)
  - d. Routine processing (6 weeks) or expedited processing (2-3 weeks; additional fee)
2. Proof of U.S. citizenship — original
  - a. Certified birth certificate (issued by state you were born in), old passport, or naturalization certificate
3. Photocopy of proof of citizenship (we will make necessary photocopies at no charge)
  - a. Black and white copy of front (and back if there is any printed information on back)
4. Proof of parental relationship
  - a. Certified birth certificate that includes parents' names
5. Passport photo of the minor — Photo guidelines are here (link to <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> )
6. Current valid photo ID for BOTH parents— no temporary ID is acceptable (receipt paper IDs)
7. Photocopy of ID of BOTH parents (must be the same ID that is presented)
  - a. Must have a copy of the front and back of the ID (on one 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 — every application must have its own check or money order
  - a. Check or money order ONLY made payable to “U.S. Department of State”
    - i. The State Department will NOT accept starter checks
    - ii. Passport book — \$80
    - iii. Passport card — \$15
    - iv. Both book and card — \$95
    - v. Expedite fee (optional) — \$60
    - vi. Optional overnight return delivery fee for book only —\$15.89
10. Execution fee of \$35 per passport application
  - a. Cash, check, money order, or debit/credit card
  - b. Payable to the Derby Public Library