

U.S. PASSPORT FOR A CHILD CHECKLIST



1

DS-11 Passport Application

Complete DS-11 form online at <https://pptform.state.gov>, print single-sided (**DO NOT** sign the application until instructed to do so by the Acceptance Agent).



2

Proof of U.S. Citizenship

Submit an Original/Certified U.S. Birth Certificate with both parents' names or an original U.S. Certificate of Naturalization or an original expired U.S. Passport. For children born outside of the United States, submit an original Consular Report of Birth Abroad or original adoption court documents.



3

Passport Photo

Submit One 2x2 inches color photo on a white background, taken within the last 6 months, without headgear or eyeglasses.



4

Proof of Identity

Submit a clear copy of both parents' valid Government issued ID document (front and back). Acceptable documents are: Driver's License, State ID, Military or Government ID. Temporary ID's are not accepted. If one of the parent can not be present, submit an Original notarized copy of the Parental Consent Form DS-3053 together with a copy of the Driver's license of the consenting parent.



5

Letter of Authorization

Submit **TWO** Letters of Authorization (can be signed by one parent using Blue or Black ink color pen only). Signature **MUST** be original on both documents. Download form at www.allstatepassports.com. Include one signed copy with your sealed documents and another copy in your FedEx package. [>>>] **Only check the first 2 boxes at the top of the letter, do not check the 3rd box** [<<<].



6

U.S. Government Fee

Submit check or money order payable to "U.S. Department of State" for \$160, if applying for a Passport Book or \$175, if applying for a Passport Book and Card.

[>>>] **DO NOT include any additional fee, amount on the check must be exactly as shown here** [<<<]



7

Proof of Travel

A copy of travel reservation showing applicant's name (e.g. international flight or hotel reservation, personal typed letter if traveling by car or boat).



8

Complete Acceptance Facility Appointment

Agent will verify your identity, witness your signature and seal your documents with temper-proof seal or tape.

Ship your sealed documents

Use pre-addressed FEDEX shipping label provided with your order to overnight your sealed documents.

9

Please print this checklist to make sure you include and send all items listed here