

# Minors Under Age 16 Passport Checklist

**APPLICANT AND BOTH PARENTS MUST BE PRESENT AT THE TIME OF YOUR SCHEDULED APPOINTMENT WITH ALL OF THE ITEMS ON THE CHECKLIST**

## **DS-11 Passport Application**

Print application single-sided and fill out in **black ink only** before appointment: DS-11 Form

## **Payment – Two SEPARATE payments are required**

Check or Money Order payable to: U.S. DEPARTMENT OF STATE

### **Expedited Fee:**

\$160.00 Child Under 16 passport book fee  
\$75.00 Child Under 16 passport card fee  
\$175.00 Child Under 16 passport book & card fee

### **Routine Service:**

\$100.00 Child Under 16 passport book fee  
\$15.00 Child Under 16 passport card fee  
\$115.00 Child Under 16 passport card &

fee

### **\$35 Acceptance Fee payable to Thomas Township**

Thomas Township accepts: Cash Check, or Money Order

## **Proof of Citizenship**

- Options: original birth certificate with raised seal, naturalization documentation or consular report of birth abroad and a copy of the front and back single-sided; or
- If applicant has had a passport book and/or card issued in the past please bring it, a copy of the photo page as well as a copy of the birth certificate
- For more information on proof of citizenship and name changes, visit [travel.state.gov](http://travel.state.gov)

## **Parental Permission**

- Parents must bring identification, such as a valid driver's license, or valid passport. A photocopy of the ID must also be provided on plain white 8.5"x11" standard paper showing the front and back of the ID, single-sided
- Both parents must appear or
  - Applying parent submits second parent's notarized Form DS-3053, Statement of Consent, consenting to passport issuance for child, along with a photocopy of the non-appearing parent's identification, photocopy of the ID must be provided on plain white, 8.5"x11" standard paper showing the front and back of the ID, single-sided.
- For other parental permission options and documents go to [travel.state.gov](http://travel.state.gov)

## **Passport Photo**

- Applicant **MUST** bring a valid 2" X 2" passport photo taken within the last 6 months

For more information: visit [travel.state.gov](http://travel.state.gov)

National Passport Information Center 1-877-487-2778

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Thomas Township 989-781-0150