

# MINOR UNDER AGE 16 - US PASSPORT

## Eligibility for New US Passport for MINOR applicant under age 16:

- Minors under age 16 **must** apply in person
- All minors regardless of age, including newborns and infants, **must** have their own passport when traveling internationally by air
- Previous U.S. passport was issued when you were **under age 16**

## **Please proceed with the following requirements for obtaining New US Passport for Minor under age 16:**

- Fill [DS-11 Form](#) Passport Application form, duly completed ONLINE, PRINT (do not print on same page, back to back) **DO NOT SIGN**
  - **Must not** sign the application until instructed to do so by the Acceptance Agent
  - **Must** provide your SSN in accordance with [26 U.S.C. 6039E](#) Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.
  - **Must** print the application with the auto generated bar code, once submitted online.
  - **Must not** make any corrections, such as write-over, scratch out, and/or white out on the printed application
- Submit 2 recent, passport size colored photos, taken against white background - size 2x2 inches (51 x 51mm) - refer to [Photo Composition Template](#) for size requirement details

### **Tips for Taking photos of your baby or toddler**

When taking a photo of your baby or toddler, no other person should be in the photo, and your child should be looking at the camera with his or her eyes open.

**Tip 1:** Lay your baby on his or her back on a plain white or off-white sheet. This will ensure your baby's head is supported and provide a plain background for the photo. Make certain there are no shadows on your baby's face, especially if you take a picture from above with the baby lying down.

**Tip 2:** Cover a car seat with a plain white or off-white sheet and take a picture of your child in the car seat. This will also ensure your baby's head is supported.

- Submit Minor's Evidence of US Citizenship - ORIGINAL and photocopy (of both sides of the document - front & back) All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport. Any **ONE** of the following can be submitted:
  - Previously issued, undamaged U.S. Passport
  - Certified [birth certificate](#) issued by the city, county or state\*
  - [Consular Report of Birth Abroad or Certification of Birth](#)

- Naturalization Certificate
- Certificate of Citizenship

\*A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth.

Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes. All birth certificates must also include the full names of the applicant's parent(s).

- Submit Evidence of Parent(s)/Guardian(s) Relationship to the Minor - ORIGINAL and photocopy (of both sides of the document - front & back) Any **ONE** of the following can be presented:
  - Minor's certified **U.S. birth certificate** with **both** parents' names
  - Minor's certified **Foreign Birth Certificate** with **both** parents' names\*
  - Minor's **Report of Birth Abroad** with **both** parents' names
  - **Adoption Decree** with **adopting** parents' names\*
  - **Court Order** establishing custody
  - **Court Order** establishing guardianship

\*All foreign documents submitted with a passport application must be accompanied by an English translation (formal or informal).

**NOTES:**

- Previous U.S. passports are not acceptable as evidence of relationship
- Evidence of a legal name change must be submitted, if the name of a parent/guardian has changed since the original documents were issued (e.g. photocopy of a marriage certificate, etc.)
- **BOTH** parent(s)/guardian(s) must **present** acceptable identification at the time of application - ORIGINAL and photocopy (of both sides of the document - front & back) Any **ONE** of the following can be presented:
  - Previously issued, undamaged U.S. passport
  - Naturalization Certificate
  - Valid Driver's License
  - Current Government ID (city, state or federal)
  - Current Military ID (military and dependents)
- Submit Proof of Travel for Expedited processing - Travel itinerary showing departure from USA within 14 days, and in case Visa is required for destination - then the travel must be within 4 weeks.
- **PARENTAL CONSENT FOR MINOR -**  
Both parents **must** provide consent **authorizing passport issuance** for a minor under age 16. See the scenarios below, and follow the instruction that best applies to your circumstance:

Both Parents MUST:	<ul style="list-style-type: none"> <li>• <b>Appear in person with the minor</b></li> <li>• <b>Sign Form DS-11 in front of an Acceptance Agent</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Appear in person with the minor</b></li> </ul>

<b>One Parent MUST:</b>	<ul style="list-style-type: none"> <li>• <b>Sign Form DS-11 in front of an Acceptance Agent</b></li> <li>• <b>Submit the second parents' notarized Statement of Consent (<a href="#">Form DS-3053</a>)</b></li> </ul>
<b>One Parent</b> (with sole legal custody) <b>MUST:</b>	<ul style="list-style-type: none"> <li>• <b>Appear in person with the minor</b></li> <li>• <b>Sign Form DS-11 in front of an Acceptance Agent</b></li> <li>• <b>Submit primary evidence of sole authority to apply for the child with one of the following:</b> <ul style="list-style-type: none"> <li>• Minor's certified U.S. or foreign <b>birth certificate</b> listing <b>only</b> the applying parent</li> <li>• <b>Consular Report of Birth Abroad</b> (Form FS-240) or <b>Certification of Birth Abroad</b> (Form DS-1350) listing <b>only</b> the applying parent</li> <li>• <b>Court order granting sole custody to the applying parent</b> (unless child's travel is restricted by that order)</li> <li>• <b>Adoption decree</b> (if applying parents is <i>sole</i> adopting parent)</li> <li>• <b>Court order specifically permitting applying parent's or guardian's travel with the child</b></li> <li>• <b>Judicial declaration</b> of incompetence of non-applying parent</li> <li>• <b>Death certificate</b> of non-applying parent</li> </ul> </li> </ul> <p style="margin-left: 40px;"><b>NOTE:</b> If <b>none</b> of the above documentation is available, the applying parent <b>must</b> submit Form <a href="#">DS-3053</a> stating why the non-applying parent/guardian's consent cannot be obtained</p>
<b>A Third Party</b> (in <i>Loco Parentis</i> applying on behalf of a minor under the age of 16) <b>MUST:</b>	<ul style="list-style-type: none"> <li>• <b>Submit a notarized written statement or affidavit</b> from both parents or guardians authorizing a third-party to apply for a passport</li> <li>• <b>When the statement of affidavit is from only one parent/guardian</b>, the third-party must present evidence of sole custody of the authorizing parent/guardian.</li> </ul>

**IMPORTANT NOTE:** The written consent from the non-applying parent that accompanies an application for a new passport must be **less than 3 months old**. New written consent from the non-applying parent must be obtained and submitted with any future passport application for the minor under age 16.

- **GOVT. FEES:** Minor Passport Book: \$ 80 (Application Fee) + \$ 25 (Execution Fee)  
Minor Passport Book & Card: \$ 95 (Application Fee) + \$ 25 (Execution Fee)  
Minor Passport Card: \$ 15 (Application Fee) + \$ 25 (Execution Fee)

**NOTE:** To request Expedited Service, pay the \$60.00 Expedited Service Fee for each application, in addition to the required fees noted above.

**Application & Expedited Service fees are payable by:**

- Checks (personal, certified, cashiers, travelers), payable to "Department of State"
- Money orders (U.S. Postal, international, currency exchange), payable to "Department of State"

**Execution fee are payable by:**

- Money orders and bank drafts at all locations, payable as instructed by the Acceptance Facility
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)

## **IMPORTANT STEPS FOR PROCESSING PASSPORT FOR MINOR under age 16**

### **STEP 1:**

The MINOR must apply in person with **both parents (or guardians)** to submit Form DS-11 at an [acceptance facility](#) or a [passport agency](#) with the Documents stated above.

### **To process the Passport issuance through Authorized Agency following will apply:**

If you are taking the oath and getting documents in Sealed Envelope then we can process your paperwork (we will need the attached authority letter signed by Parent(s)/Guardian(s).

**STEP 2:** The minor applicant along with **both parents (or guardians)** will have to appear in person and take the oath – then he must ask the Oath Officer to return the paperwork in a SEALED Envelope marked "TO BE OPENED BY PASSPORT OFFICE PERSONNEL ONLY." This sealed envelope must be presented to the passport office within 5 working days from execution.

### **NOTE:**

- PRINT and carry 2 sets of Letter of Authorization, BOTH must have Original signatures, one will be enclosed inside the sealed envelope and one attached to the outside of the sealed envelope.
- Kindly ensure that a copy of the Travel itinerary to expedite passport is also attached outside the envelope.

**SAVe                      Authorization  
Letter.docx**

### **STEP 3:**

Please courier the SEALED ENVELOPE to our office within 2 days of Oath taking. Kindly ensure that the Passport Application fees is enclosed in the envelope, the letters of Authorization & Travel itinerary to expedite passport are enclosed in and outside the SEALED ENVELOPE.

- Fill the online [SAVe Service Request Form](#), print, sign and enclose with the paperwork.
- Ship the documents by quickest method to STAMP A VISA office:

**ATTN: Documents Processing Unit  
STAMP A VISA  
5959, Westheimer Road,  
Ste. 107,  
Houston TX 77057  
Ph.: 1 866 460 4736**

### **Processing Time:**

**Once the SEALED ENVELOPE is received** - Passports can be processed as Emergency Same Day or Next Day; Rush 48 Hours or Rush 4 -10 Business Days. **We request you to please give us a PRE-ALERT, for Emergency Same Day/Next Day processing, you must call to STAMP A VISA to make a reservation to ensure your passport submission.**

---

Visas | Passports | International Expat Mobility | Work Permits | Rig Move Coordination & Logistics |  
Documents Apostille | Authentication | Notary Services | Intl. Driving Permit | Police Verification reports |  
Emergency Assistance | Travel Tools | Trusted Traveler Programs

[Privacy Policy](#)   [Terms of Use](#)   [Copyright Information](#)   [Disclaimer](#)

Query - Please email [assist@stampavisa.com](mailto:assist@stampavisa.com) or call: + 1 832 460 2016 / 832 460 2017 Toll free: 1 866 460 4736

Fax + 1 832 529 3465

Copyright @ 2016 Stamp A Visa, LLC - All rights reserved