CHILD PASSPORT CHECKLIST

DS-11 Passport Application

Answer the simple questions in your dashboard, and your DS-11 form will be generated automatically. Print 2 copies, single-sided, with barcodes at the top left of pages 1 and 2. Do not fill out the form by hand or sign it until instructed by the passport clerk.

1

DS-3053 Form

Should one parent or guardian be unable to be present at the Passport Acceptance Agency, they must fill out and notarize the Statement of Consent Form DS-3053.

2

Passport Photo

For your passport, provide a 2x2 inch color photo on a white background, taken in the last 6 months, without uniforms, headgear, white shirts, or eyeglasses.

3

Proof of Travel

Common travel itineraries include airline, cruise, and hotel bookings. A business letter on company letterhead can replace a travel itinerary. Ensure the travel date and destination listed on itinerary must match the travel plans listed on DS-11 application Print two copies.

4

Proof of Identification

Submit Proof of ID for both parent IDs, such as driver's license or passport. For name changes, include a Marriage Certificate or Divorce Decree. A previously issued minor passport that is still active serves as proof of citizenship.

5

Proof of U.S. Citizenship

An original or certified U.S. Birth Certificate with both parents' names and a raised seal or an Original Naturalization Certificate is needed. For changed parental last names, include a Marriage Certificate or Divorce Decree. Any current or recently expired passport of the minor must be submitted with the application.

6

Government Fees

1. For 1-2 and 2-5 day applications for adults it is **$190** for passport book and **$220** for book and card.
2. For 1-2 and 2-5 day applications for minors it is **$160** for passport books and **$175** for book and card.
3. For a 5-7 day application for adults it is **$216.87** for a passport book and **$246.87** for book and card.
4. For 5-7 day applications for minors is **$186.87** for passport book and **$201.87** for book and card

7

Authorization Letter

This Letter authorizes Rushed Passport to act on your behalf at the U.S. Department of State. Include one copy in your sealed documents and another in your FedEx package. Print the Courier Company Name exactly as shown on the top of the page to prevent delays. Use **BLUE or BLACK INK ONLY** for hand printing and signing. (PRINT TWO COPIES).

8

Visit an Acceptance Agent for a Sealed Envelope

After assembling all necessary documents, visit a passport acceptance agent who will witness your DS11 signature and seal your documents. **If any issues arise with the clerk, contact us immediately. Mention you're expediting with a government hand carry courier, and they're handing the sealed envelope back to you.**

9

Send documents via FedEx

Insert the sealed envelope into a FedEx envelope and attach the provided shipping label to the outside. Ensure your sealed envelope is marked with your name, date of birth, and departure date. Use only the shipping label given to you by your case manager; do not buy a new one.

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Rushed Passport

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