

CHILD PASSPORT CHECKLIST

IMPORTANT: Include a signed Checklist and all necessary documents in an Overnight FedEx envelope. Attach the Shipping Label outside. Questions? Call **Rushed Passport** at our Toll Free number **(855) 347-2445**.



DS-11 Passport Application

Complete the DS-11 form online, not handwritten or double-sided printed. Only sign it when a passport clerk instructs. Bar codes (DS-11 B) should be at the bottom right of pages 1 and 2. Please provide (2) copies.

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 2 x 2 inches 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. Ensure the itinerary and DS-11 form dates match, featuring the applicant's name. Print two copies.

4



Proof of Identification

Submit an Original/Certified U.S. Birth Certificate with both parents' names or a Naturalization Certificate. 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

Payment should be made via check or money order to the "US Department of State"; Starter or Temporary checks are not accepted. Ensure the applicant's Full Name and date of birth are noted in the memo section. Fees vary: for children 15 years or younger, it's \$160 for just the passport or \$175 for both the passport and card; for those aged 16 or 17, the cost is \$190 for the passport alone or \$220 for the passport 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 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 DSII signature and seal your documents. If any issues arise with the agent, contact us promptly to avoid delays. Mention you're expediting with a third-party to receive the sealed envelope.

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.

10

Important Note: The Government's fee varies based on what you are applying for and the passport agency that is processing your documents. Please check with our office before submitting your Government's fee.