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SERVING WAUKEGAN, NORTH CHICAGO, BEACH PARK, AND PARK CITY

Services

Adult Applicant

Minor Applicant
(Under age 16)

Processing Time

Passport Fees

Passport Acceptance Agency

Minors Under Age 16

BEFORE YOU START, PLEASE NOTE:

- 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
- Learn if your child requires a U.S. passport to travel by land or by sea.
- There are special requirements for All Minors Ages 16 & 17

SUBMIT A U.S. PASSPORT APPLICATION FOR A MINOR UNDER AGE 16:

Read and understand **Steps 1 - 9** before leaving this page.

1. Complete Form DS-11: *Application For A U.S. Passport*
2. Submit Form DS-11: *Application For A U.S. Passport In Person*
3. Submit Child's Evidence of U.S. Citizenship
4. Submit Evidence of Relationship Between Child and Parent(s)/Guardian(s)
5. Present Identification of Parent(s)/Guardian(s)
6. Submit a Photocopy of Each Parent/Guardian ID Document To Be Presented (Step 5)
7. Provide Parental Consent
8. Pay the Applicable Fee
9. Submit Two Passport Photos

STEP 1: Complete Form DS-11: Application For A U.S. Passport

Complete Form DS-11: *Application for a U.S. Passport*. Please note, you:

- **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 your Social Security Number may result in significant processing delays and/or the denial of your application.

STEP 2: Submit Form DS-11: Application For A U.S. Passport In Person

The **minor** and **both parents (or guardians)** must appear in person to submit Form DS-11 at an acceptance facility or a passport agency.

STEP 3: Submit Evidence of U.S. Citizenship

The minor's evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S Citizenship (One of the following):

- 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. Some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

NOTE: If you do not have primary evidence of U.S. citizenship or your U.S. birth certificate **does not** meet the requirements, please see Secondary Evidence of U.S. Citizenship.

STEP 4: Submit Evidence of Relationship

Parent(s)/Guardian(s) must **submit** evidence of their relationship to the minor applicant.

Evidence of Relationship (One of the following):

- 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.)

STEP 5: Present Identification of Parent(s)/Guardian(s)

When applying for a minor under age 16, both parent(s)/guardian(s) must present acceptable identification at the time of application.

Primary Identification (One of the following):

- 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)

NOTES:

- If none of these items are available, please see Secondary Identification.
- **If you apply at an Acceptance Facility and submit out-of-state primary identification, you must present a second ID**, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth, and the document issuance date.

STEP 6: Submit a Photocopy of Each Parent/Guardian ID Document To Be Presented (STEP 5)

A **photocopy** of each identification document to be presented by a parent or guardian **must** be submitted with the minor's passport application (excluding credit cards presented with secondary identification). If you are applying for multiple minors at one time, you must include a photocopy of **each** parent/guardian ID document presented with **each** minor's individual passport application.

- Photocopy **must** be on plain white, **8 1/2 x 11"** standard paper stock, showing the **front** and the **back** of your ID
- Photocopy **must** contain images on only one-side of each page submitted.
 - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.
- The paper should be free of other images and/or markings.
- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
- You **may** enlarge the image of your ID on the 8 1/2 x 11" page, but you may not decrease the size of the image.

Other situations that require a photocopy of identification, but are less common, include:

- If you are presenting Secondary Identification, you must provide a photocopy of each document being presented with your application. A photocopy of your credit card will not be requested if it is to be presented with secondary identification.
- If you submit out-of-state primary identification, you must provide a photocopy of your primary identification document and your second ID. If a credit card is presented as your second ID, a photocopy will not be requested.
- An assistant to a disabled applicant who witnesses the signature or signs on the disabled applicant's behalf must present a photocopy of his or her ID.
- A person acting as an Identifying Witness (Form DS-71) must present a photocopy of his or her ID.

STEP 7: Provide Parental Consent

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

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.

STEP 8: Pay the Applicable Fee

Please see Current Passport Fees and methods of payment.

STEP 9: Submit Two Passport Photos

We can help you submit clear and correctly exposed passport photos the **first time** - especially when applying for the **U.S. Passport Card**. See Quality Requirements for Passport Book & Passport Card Photographs to avoid photo processing delays.

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in **normal street attire**:
 - Uniforms should not be worn in photographs except religious attire that is worn daily
 - Do **not** wear a hat or headgear that obscures the hair or hairline
 - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
 - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)

NOTES:

- Vending machine photos are not generally acceptable
- Professional photographers, see Guidelines for Producing High Quality Photographs for U.S. Travel Documents