



Checklist Passport renewal minor

You must submit the following documents when you apply for a new Dutch passport on behalf of a minor.

1. **All Dutch travel documents in your child's name.** ☐
2. **Evidence of legal residence in the country you are applying from (for parent(s) and child).**
This includes:
 - A valid visa and supporting documents. *or:* ☐
 - A valid residence permit. *or:* ☐
 - Proof of residence, if you live in the European Union, Liechtenstein, Norway, Iceland or Switzerland, e.g. a certificate of registration at your municipality, a bank statement giving your address, or proof of payment of municipal taxes. *and:* ☐
 - All identity or travel documents in your name, even if these are no longer valid. ☐
3. **A passport photo that meets Dutch passport requirements.** ☐
For more information, see the document '[Photomatrix guidelines 2007](#)'.
4. **A completed passport application form, signed by both parents or legal representatives.** ☐
Visit [the website](#) for more information.

You can apply for a passport at a number of Dutch border municipalities and at the Haarlemmermeer municipal desk at Schiphol Airport. For more information, visit the page on [applying for a passport abroad](#). If you apply for a passport at 1 of these municipalities, you do not have to complete the passport application form.
 - If one of the child's parents is deceased, please provide a copy of the death certificate. ☐
 - If you are the child's guardian, rather than their parent, please provide a copy of a relevant court judgment as evidence of your guardianship. The copy or extract cannot have been issued more than 12 months ago. ☐
5. **A complete copy of your child's birth certificate or extract from the register of births (geboorteregister), giving their place of birth and their parents' full names.** For passport renewals, the copy or extract does not need to have been issued recently. But it must still be legalised. Hospital-issued certificates are not permitted. ☐

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6. **Proof of one parent's Dutch nationality, e.g. a Dutch passport and proof of residency status.** ☐
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7. **In order to apply for a passport, the child must visit 1 of our offices to prove their identity.**

They must be accompanied by a parent or legal representative. A parent or legal representative not accompanying the child must provide a declaration of consent. This can be done in two ways:

The non-accompanying parent or legal representative can sign the passport application form and attach a legalised copy of the personal details page from their own passport. The copy cannot have been legalised more than 12 months ago. [or:](#) ☐

The non-accompanying parent or legal representative can provide a signed declaration of consent and attach a legalised copy of the personal details page from their own passport. The copy cannot have been legalised more than 12 months ago. ☐

If the declaration of consent has been issued by the Population Affairs (Burgerzaken) Department of the Dutch municipality where the non-accompanying parent or legal representative is registered, and has been legalised by the municipality, a legalised copy of the personal details page is not required.

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8. **If your child has a citizen service number (burgerservicenummer (BSN)) and it is not given in their current passport, it must be given in their new one.** With the passport application, please provide a letter from a public authority on which their citizen service number (BSN) appears, e.g. a letter from the Tax and Customs Administration (Belastingdienst). For more information, visit the page on [the citizen service number](#). ☐
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