



Checklist for a U.S. Passport

RENEW A PASSPORT FOR A CHILD (UNDER AGE 16)

CHANGE NAME ON A MINOR'S PASSPORT ISSUED MORE THAN A YEAR AGO

REPLACE A MINOR'S LIMITED PASSPORT ISSUED MORE THAN A YEAR AGO

You cannot apply for this service without a scheduled appointment for each applicant. Please arrive 30 minutes before your appointment time. Appointment times do not reflect the actual interview time. Your interview time will be determined by the number of appointments scheduled for that day and the length of time required for processing individual cases. If you are late for your appointment, you may have to wait until all others are interviewed or you may be asked to schedule another appointment at a later date. To book an appointment and for additional information, visit our website at <http://manila.usembassy.gov>.

Please note: Personal appearance of the child is required for this passport service.

Bring the following to the Embassy on the day of your appointment:

- Printout of your appointment confirmation.
- This checklist, signed and dated.
- The applicant's most recent passport and a photocopy of the Personal Data Page
- Non-Refundable Application Fee. *The fee for a passport is **\$105** for 15 years old and below.* The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).
- DS-11 form (completed but not signed). Do not sign! Note: The form must be completed electronically and printed. A form completed by hand may be accepted on a case-by-case basis. Please provide your social security number to avoid processing delays.
- Photos of applicant. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*
- Sequential or "growing up" photos for the applicant. The photos should begin as near as possible to the issuance of the last passport, spanning to the present.
- Original Proof of Parentage listing the names of the child's parents (e.g. *U.S. birth certificate, Consular Report of Birth Abroad, adoption decree, or Philippine birth certificate from the National Statistics Office or Philippine Statistics Authority*).

Note: Some short (abstract) versions of U.S. birth certificates may **not** be acceptable for passport purposes. Please see our website for the requirements for U.S. birth certificates.

- ❑ Valid photo I.D. of the child's parents/guardian (e.g. *passport, Voter's I.D., or digitized government-issued I.D.s like SSS, Unified Multi-Purpose I.D., Postal I.D., PRC, BIR, or Driver's License, etc.*). Note: Non-digitized Philippine postal I.D. is not acceptable.
- ❑ Original proof of the name change (if using a name different from the one on your previous passport) such as an original court order, adoption decree, amended birth certificate, etc.
- ❑ Photocopy of all documents (*front and back side all I.D.s preferably on a single page*)

Proof of Parental Consent (if one or both parents listed on the Birth Certificate is not present)

- ❑ If one parent/guardian is absent: The absent parent/guardian must provide a signed, original "Statement of Consent" Form ([Form DS-3053](#)). *Please note that this document is only valid for 90 days after the date of signature and should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas.* The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.
- ❑ If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child's passport, e.g., *court order, death certificate, etc.*
- ❑ If both parents/guardians are absent: Original **written statement** signed by each absent parent/guardian and notarized, specifically authorizing a representative to apply for a passport on behalf of a child. The statement must include: minor's full name and date of birth; affiant's relationship to child (e.g., mother, father, etc.); affiant's street address, telephone number and email address; and a specific statement that the affiant gives consent to the issuance of a passport to the named minor child.

Please note we will only accept this document for 90 days after the date of signature and should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent(s) must also provide a photocopy of the front and back side of the acceptable photo I.D. used during notarization.

- ❑ If one parent is missing or refuses to sign a consent form: Form [DS-5525](#) (Statement of Exigent/Special Family Circumstances) plus supporting documents explaining why the non-applying parent/guardian's consent cannot be obtained.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date