

Passport Application Check List for Minors (Under 16)



The University of Texas at Tyler
Passport Acceptance Facility
3620 Varsity Dr.
Tyler, Texas 75703

Please note: Both parents must appear for minor passport application. **If one parent cannot appear**, the appearing parent must be able to provide a notarized DS-3053 Form **and** photocopy of the **front** and **back** of photo id for the non-appearing parent. Additional forms may be requested at time of application.

Do you have...

- ✓ **Forms:** Minor applicants and child “renewals” use DS-11. Additional forms may be required for certain situations, minors, or for lost/stolen passports.
- ✓ **Identification:** **Front** and **back** color/very clear black ink photocopy of both parents’ photo ID. Can be a driver’s license, passport, military ID, or state issued ID. Best if at least one ID contains current address of parents.
- ✓ **Proof of citizenship:** **Certified** birth certificate, previous passport, naturalization certificate, or Report of Birth Abroad.
- ✓ **Black and white photocopy of child’s birth certificate.** If you do not wish to submit a photocopy, you must submit a second certified copy. The extra copy will be retained on file by the DoS.
- ✓ **2x2 Photo**, neutral expression or natural smile centered on a white or off-white background. No glasses. **DO NOT ATTACH** to application.
- ✓ **Payments:** **2** separate forms of acceptable combination as follows. 1) **US Dept. of State** only accepts **personal** or **cashier checks** and **money orders** from Acceptance Facilities. 2) **Our facility** accepts **personal checks, money orders**, and **exact cash**. Facility acceptance fee is **\$25**.

Missing anything? We may be able to help!

- ✓ **Photocopies**
 - Full-color front and back photocopy of state-issued ID: \$0.50
 - One-sided Black and White photocopy of proof of citizenship: \$0.60
- ✓ **Photo**
 - 1 color print with 2 photos: \$15
- ✓ **Forms**
 - **DS-11:** First-time Applicant, Renewal for Minor (under 16), Renewal for passport issued over 15 years ago.
 - **DS-64:** Lost/Stolen Passport
 - **DS-3053:** Statement of Consent for Minor under 16
 - **File Search Request Form** (add. fees apply)
 - **DS-5525:** Statement of Exigent/Special Family Circumstance
 - **DS-71:** Affidavit of Identifying Witness
 - **DS-86:** Statement of Non-Receipt of Passport
 - **DS-60** Change of Name Affidavit (if name change not by marriage or on legal documentation)
 - **DS-10:** Birth affidavit

For more information visit uttyler.edu/passport or email us at passport@uttyler.edu!
You can also call us at **903.565.6155**.