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

Services

 Adult Applicant

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 (Under age 16)

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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