

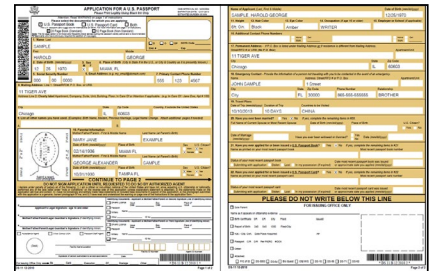


G3PASSPORTS.COM  
**MINOR PASSPORT**  
 APPLICANTS UNDER 16 YEARS OLD

**ALL APPLICANTS FOR MINOR PASSPORTS must include the following documents in your package:**

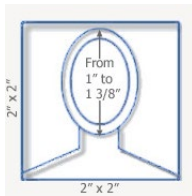
- Original proof of US citizenship.** Submit the original document, and make one photocopy.
  - Birth certificate issued by a US city, county, or state - an original or certified “long form” certificate from the Office of Vital Statistics showing both parents’ names, with a raised seal. Hospital-issued birth certificates are not acceptable. You can acquire a certified birth certificate from the Office of Vital Statistics in your child’s state of birth or order it online at [www.vitalchek.com](http://www.vitalchek.com).
  - Consular Report of Birth Abroad or Certification of Birth issued by a US Consulate overseas.
  - Original Alien Resident Card and parents’ original, signed US Naturalization Certificates.

- US Passport Application Form DS-11.** The application must be created online at <http://pptform.state.gov>. Print two copies of the DS-11 form. Do not sign the form until instructed to do so at the Passport Acceptance Facility.



- Previous US Passport, if applicable.** If your child has previously been issued a US passport, submit the most recent passport book. It will be marked cancelled and returned with the new passport.

- One NEW passport-style color photograph.**



- The photo must be on high-quality photo paper with a white background, taken within the last six months.
- Must be 2"x2" with face measuring 1" to 1 3/8" from top of head to chin.
- Photos must be clearly different from photos in any previously issued passports.
- You must have a neutral expression with closed lips. Your eyes must be open.
- No glasses, uniforms, or hats are allowed, except for religious headgear. You must include a signed letter explaining that the item is worn daily for religious reasons.

- Proof of known or anticipated travel plans,** such as a copy of airline reservations showing applicant's name.
- Photocopies of the front and back of both parents’ valid state-issued driver’s licenses or current US passports.** The photocopies must be on 8.5"x11" paper, on only one side of the paper. If a parent’s name on the ID does not match the child’s Proof of Citizenship, an original Name Change document (marriage certificate, divorce decree, or court ordered name change document) is required.
- US Government Fees.** Submit a check or money order payable to “US Department of State.”
  - \$140.00 for a passport book only.
  - \$155.00 for a passport book and passport card.
- Form DS-3053, “Statement of Consent,” if applicable.** This form is not required if both parents accompany the applicant to the Passport Acceptance Facility. If one parent is absent, he or she must sign Form DS-3053 in front of a Notary Public.
- Two Letters of Authorization, emailed separately to you after consulting a travel specialist.** The Letter of Authorization (LOA) allows us to represent you to all agencies involved in issuing your passport. The signature on all the LOAs must be an original pen-to-paper signature in blue or black ink, and must match the signature on your current passport and your application form. No faxes, scans or copies will be accepted. **You must obtain the LOA from your G3 travel specialist before you visit the Passport Acceptance Facility.**

**The applicant and both parents will need to appear in person at a Passport Acceptance Facility to have their identity verified and documents reviewed by an Acceptance Agent. A \$35 execution fee will be paid directly to the facility. To find the most convenient Passport Acceptance Facility, visit <http://iafdb.travel.state.gov/>.**

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| All passport requests are processed by knowledgeable, experienced associates.                                |
| All calls are answered by a well-informed associate.   |
| All Personally Identifiable Information is protected with safeguards that exceed State Department standards. |
| All requests receive email confirmation acknowledging receipt.   |
| All application documents are thoroughly reviewed when they arrive in our processing center.                 |
| All requests receive email confirmation of the completion and FedEx tracking information.                    |
| All passports are returned via the FedEx service of your choice.   |

Requirements