First-Time Passport Applicants Under Age 16

**IMPORTANT:** The applicant must appear in person, and both parents must be present or submit a notarized statement of consent (Form DS-3053). A photocopy (front and back) of the non-appearing parent’s ID must accompany Form DS-3053.

You **Must** Submit:

1) **Application Form DS-11**: available online or at the event (*do not sign*)

2) **Proof of U.S. Citizenship**: certified birth certificate stating parent(s) name(s), or naturalization certificate/certificate of citizenship (*original or certified copy only*)

3) **Evidence of Child’s Relationship to Parents**: certified birth certificate with both parents’ names, adoption decree, court order of custody

4) **Parent(s)’ Identification Document**: current passport, driver’s license, government ID, military ID, naturalization certificate of parent(s)

5) **Photocopy of Identification Document**: copy front and back of ID

6) **Passport Photo**: get at the event for $7 (*cash/check/One Card only*) or before at the UNC One Card Office (photo & passport payments are separate)

7) **Application Payment**: personal check or money order only to “Department of State” (*no cash, credit cards, temporary/starter checks*)
   - Application Fee: $105
   - For Expedited Service (within 3 weeks): $60 extra
   - For Overnight Delivery (after processing): $14.85 extra

Visit [http://www.travel.state.gov](http://www.travel.state.gov) for forms, requirements and payment information.