Renewal Applications if You Were Under 16 When Your Previous Passport Was Issued

IMPORTANT: If the applicant is still under 16, 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) New Application Form DS-11: available online or at the event (do not sign until application is submitted)

2) Proof of U.S. Citizenship: previous U.S. passport or a certified birth certificate stating parent(s) name(s) (original or certified copy only)

3) Proof of Identity: current driver’s license, government ID, military ID, naturalization certificate (or ID of parent(s) if applicant is still under age 16)

4) Photocopy of Identification Document: copy front and back of ID (or ID of parent(s) if applicant is still under age 16)

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

6) Application Payment: personal check or money order only made out to “Department of State” (no cash, credit cards, temporary/starter checks) Application Fee: $135 (age 16 and older), $105 (under age 16) For Expedited Service (within 3 weeks): $60 extra For Overnight Delivery (after processing): $14.85 extra

Visit http://www.travel.state.gov for forms or for application and payment information.