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/military ID, student ID
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 Express Delivery (after processing): $20.66 extra

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

Sponsors include UNC Global, U.S. Department of State, and UNC One Card Office.