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, student ID, government/military ID (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; checks must be written by applicant or parent*)
   - Application Fee: $135 (age 16 and older), $105 (under age 16)
   - 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 or for application and payment information.

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