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 Overnight Delivery (after processing): $14.85 extra

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

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UNC One Card Office