First-Time Passport Applicants Under 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), naturalization certificate or certificate of citizenship (original or certified copy only)
3) Photocopy of Citizenship Document
4) Evidence of Child’s Relationship to Parents: certified birth certificate with both parents’ names, adoption decree, court order of custody
5) Parent(s’) Identification Document: current passport, driver’s license, government/military ID, student ID
6) Photocopy of Identification Document: copy front and back of ID
7) Passport Photo: get at the event for $7 (cash/check/One Card only) or before at the UNC One Card Office (photo and passport payments are separate)
8) Application Payment: personal check or money order only made out to “Department of State” (no cash, credit cards, or temporary/starter checks accepted; checks must be written by applicant or parent)

Application Fee: $115
For Expedited Service (within 3 weeks): $60 extra
For Express Delivery (after processing): $16.48 extra

Forms and additional resources are available at travel.state.gov.