

MINOR Passport Applications

- Ages 15 and under
- Applicant and parents must appear in person
- Good for five years
- 4-6 week turnaround for routine service or 2-3 weeks for expedited

Bring the following to your child's appointment:

- Completed DS-11 application form**
 - Answer everything; blanks could delay application process
 - Application must be signed in front of passport agent
- One passport photo**
 - Obtain from passport photo business or phone app
 - Make appointment (907-590-2925) to get passport photo done locally
 - Must be taken within the last six months
 - Glasses must be removed – effective November 1, 2016
 - Do not use duplicate photo to apply for a passport book after receiving a card or vice versa, even if photo is not older than six months
- Photo identification of parents**
 - Usually a state-issued driver's license
 - Enlarged copies of front and back will be made by passport agent
- Citizenship evidence**
 - Certified birth certificate; no photocopy
 - Include expired passport if applicable
- Parental permission**
 - Parents or legal guardians must appear with a minor - If both parents are not present, original documents must be provided, i.e. custody court order, death certificate, or a notarized DS-3053 form *with attached driver's license* from the absent parent
- Fees**
 - **\$80 passport book and/or \$15 passport card**
 - Issue check or money order to "Department of State"; no cash or credit/debit card because payment is attached to application
 - Include expedite fee (\$60) plus overnight return postage (\$15.45) if faster turnaround is needed
 - Return postage not applicable for card-only applications
 - **\$25 execution fee**
 - Issue cash, check, or money order to the "City of Delta Junction"
 - Add \$1.00 convenience fee if paid via credit/debit card
 - Add \$23.75 for priority express postage if application is expedited or if hard to replace documents need protected