

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 10 days to 3 weeks for expedited

Bring the following to your child's appointment:

Completed DS-11 application form

- Answer everything; blanks could delay application process
- Use black ink
- Application must be signed in the presence of a passport agent

One passport photo

- Obtain from passport photo business in Fairbanks, a phone app, or from Amy Lantz (907-590-2925) locally – appointment required
- 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

- Both parents or legal guardians must appear with a minor
- Provide documentation should only one parent appear, i.e. child custody court order, death certificate, one-parent birth certificate, absent parent's consent (notarized DS-3053 *with* attached photocopied identification)

Fees

- **\$80 passport book and/or \$15 passport card**
 - Issue check, money order, or bank draft to "U.S. Department of State"
 - Payment is attached to application
 - Include expedite fee (\$60) and/or overnight return postage (\$15.89) for faster turnaround. Return postage not applicable for card-only applications
 - Express postage (\$15.89) can be included with standard applications. Otherwise passports are returned via Priority Mail (tracking only).
- **\$35 execution fee**
 - Issue cash, check, or money order to the "City of Delta Junction"
 - Add \$1.00 convenience fee if using a credit or debit card
 - Add \$24.70 for Priority Express postage or Priority (\$6.70) to expedite application or to protect hard-to-replace documents