

## 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**

- Purchase passport photo locally, in Fairbanks, or print from photo app (City Hall does not offer the service)
- 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 (\$16.48) for faster turnaround. Return postage not applicable for card-only applications
  - Express postage (\$16.48) can be included with routine 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 \$25.50 for Priority Express postage to expedite application or to protect hard-to-replace documents