

## 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 (\$17.13) for faster turnaround. Return postage not applicable for card-only applications
- Express postage (\$17.13) 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 \$26.35 for Priority Express postage to expedite application or to protect hard-to-replace documents