

MINOR Passport Applications

- Ages 15 and under
- Applicant and parents must appear in person
- Good for five years

Bring the following to your child's appointment:

- Completed DS-11 Application Form**
 - Answer everything; blanks could delay application process
 - Use black ink and do not correct errors (redo page)
 - 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
 - Wear plain clothing, no camouflage
 - 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 state-issued ID
 - 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**
 - **\$100 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
 - Add \$60 to expedite process, plus \$19.53 return postage (for book 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
 - Additionally, \$30.45 is charged to cover postage IF application is expedited