

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
- Do not wear camouflage or anything resembling it
- 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 \$22.05 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, \$31.40 is charged to cover postage IF application is expedited