NEW U.S. PASSPORT CHECKLIST (MINOR):

 Form DS-11: Application for a U.S. Passport
  • Application can be obtained in the Learning Abroad office or online at [http://www.state.gov/documents/organization/212239.pdf](http://www.state.gov/documents/organization/212239.pdf).
    o Do not sign the application until requested to do so by a passport agent.

 Proof of U.S. Citizenship
  • The applicant must present one of the following:
    o Previously issued, undamaged U.S. Passport
    o Certified birth certificate issued by the city, county, or state
    o Consular Report of Birth Abroad or Certification of Birth
    o Naturalization Certificate
    o Certificate of Citizenship

 Proof of Identity
  • Both parents must present one of the following:
    o Valid Driver's License
    o Previously issued, undamaged U.S. passport

 Proof of Parental Relationship
  • You must submit evidence that lists you as the parent of the minor applying for a passport. Some documents, like a U.S. birth certificate, provide both evidence of citizenship and evidence of parental relationship. Examples include:
    o U.S. birth certificate
    o Foreign birth certificate
    o Adoption degree
    o Divorce/Custody decree
    o Consular Report of Birth Abroad or Certification of Birth

 One Passport Photo
  • Photo can be taken in the Learning Abroad office for a $10 fee.

 Passport Fees
  • Mandatory Fees
    o Passport Book Application Fees (Minor): $80
      ▪ Personal check, cashier’s check, or money order ONLY
      ▪ Made payable to the [U.S. Department of State](http://www.state.gov/)
    o Facility Execution Fee: $25
      ▪ Personal check, cashier’s check, or money order ONLY
      ▪ Made payable to the [University of Houston](http://www.uh.edu/)

  • Optional Fees
    o Expedited Service Fee: $60
      ▪ Personal check, cashier’s check, or money order ONLY
      ▪ Made payable to the [U.S. Department of State](http://www.state.gov/)
    o Overnight Delivery Fee: $20.66
      ▪ Personal check, cashier’s check, or money order ONLY
      ▪ Made payable to the [U.S. Department of State](http://www.state.gov/)

Proof of U.S. Citizenship and Proof of Identity must be submitted in original format; copies will not be accepted.