

# UNIVERSITY of HOUSTON

## GLOBAL STRATEGIES and STUDIES Learning Abroad

### 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>.
  - 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**:
  - Previously issued, undamaged U.S. Passport
  - Certified birth certificate issued by the city, county, or state
  - Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate
  - Certificate of Citizenship

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

#### Proof of Identity

- **Both** parents must present **one of the following**:
  - Valid Driver's License
  - 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:
  - U.S. birth certificate
  - Foreign birth certificate
  - Adoption decree
  - Divorce/Custody decree
  - 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
  - Passport Book Application Fees (Minor): **\$80**
    - Personal check, cashier's check, or money order **ONLY**
      - Made payable to the **U.S. Department of State**
  - Facility Execution Fee: **\$25**
    - Personal check, cashier's check, or money order **ONLY**
      - Made payable to the **University of Houston**
- Optional Fees
  - Expedited Service Fee: **\$60**
    - Personal check, cashier's check, or money order **ONLY**
      - Made payable to the **U.S. Department of State**
  - Overnight Delivery Fee: **\$20.66**
    - Personal check, cashier's check, or money order **ONLY**
      - Made payable to the **U.S. Department of State**