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# Child PASSPORT CHECKLIST

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Please initial next to each of the requirements below.  
Please enclose a copy of your checklist outside of the sealed envelope.

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## **DS-11 Passport Application**

This application **MUST** be filled out online and printed correctly or it will be rejected by the Department of State. You must click "Create Form" at the end of the application. The newly created application will have two bar codes, one on the top left side and one on the bottom right side. Print two copies. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

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## **Travel Itinerary**

Print 2 copies of your travel itinerary. Ensure that the travel date on your itinerary matches the date on your application and that the child's name appears on the itinerary. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

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## **Two Identical Passport Photos**

Include two identical passport photos which have been professionally taken. These must meet the government requirements. Please make copies, place the original photos inside the sealed envelope and the copies outside of the sealed envelope.

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## **Authorization Letter**

Print 2 copies of the authorization letter. This allows us to act as an agent in your behalf. Place one copy inside

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## **Proof of Identification**

Print 2 copies valid driver's licenses with photograph issued more than six months ago. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

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## **Proof of Citizenship**

Provide a state issued original or certified copy of your birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport). Place a photo copy outside the sealed envelope.

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## **Government Fees**

A check or money order made payable to the "US Department of State" in the amount of \$140 if the child is under the age of 16. Children 16 and above are \$170. Temporary checks will not be accepted. Note: Make sure that you spell out the check amount in the proper format (One Hundred Forty and 00/100).

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## **Sealed Envelope**

If your child is 16 and under both parents must appear with child to sign the DS-11 and get the package sealed at the acceptance agency. Children 16 or older must have at least one parent accompany them. Make sure the government agent writes the applicant's name, travel date, and date of birth on the outside of the sealed envelope. **Note:** A \$25.00 fee will be charged by the agency sealing your package. This will be paid at the time you get your package executed.

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## **FedEx Shipping Label**

Call 1-888-443-5847 with your FedEx tracking number to confirm your reservation. Packages without confirmation will not be accepted. **DO NOT** ship your package to the address listed on the Government form. This address is not for our expedited service. If you use this address your passport will be processed through normal government means and will not be expedited.

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I hereby certify that I have performed the above requirements to the best of my ability.  
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

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Signature

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Date