



## MINOR PASSPORT RENEWAL REQUIRED DOCUMENTS

- Printed and completed passport application form (DS-11). Fill in all information including social security number. Do not sign until the appointment.
- Printed 5cm x 5cm passport photo of applicant.
- Evidence of U.S. citizenship (original US passport), and one printed paper copy.
- Original valid ID of parent(s)/ gaurdians(s) such as local passport, driver's license, government-issued ID, and one printed paper copy.
- Original birth certificate of CRBA and one printed paper copy + translation into English.
- Death certificate if parent(s) are deceased + translation into English.
- Sole custody court order if one parent/ guardian has sole custody + translation into English.
- For minors under the age of 16, both parents need to be present. If one parent can not attend, an original DS-3053 consent form must be signed, notarized, and presented at the appointment along with a copy of the ID they presented to the notary.
- If the applicant does not have a social security number, the parent must bring a completed, signed declaration stating that their child does not have a social security number. This can be hand written and does not need to be notarized.