

APPLICANTS PASSPORT FOR MINOR UNDER THE AGE OF 16

Special Requirements for minors under Age 16 as required by Public Law 106-113
Effective July 2, 2001 each minor applying for a Passport Shall Appear in Person

You need the following:



REQUIREMENTS FOR U.S. PASSPORT FOR MINOR UNDER THE OF 16

1. - Your completed U.S. Form DS-11

You can acquire this form from your local county clerk's office, post office or you may download from our website <http://passportdocs.com/pdfs/passportdocs.com-DS-11.pdf> Complete the form in advance but please do NOT sign and date the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

If you need to renew a child's passport, you must apply, under "Passport for Minor under 16"'s regulations. Please attach the previous U.S. Passport.

2. - Proof of U.S. citizenship. You must provide the original of ONE of the following Documents:

If you were born in the United States:

- Original of the Certified Birth Certificate issued by city, country or state. Please make sure the certified birth certificate shows the following:
A file date within one year of birth
The name of at least one parent
That it is a certified copy
Shows your name given at birth and your birth date
- Previous U.S. Passport (mutilated, altered, or damaged passport are not acceptable as evidence of U.S. citizenship).

If you were born outside the United States, you must submit one of the following:

- Submit previous US passport or
- Certificate of Naturalization or Certificate of Citizenship from BICS, or
- Consular Report of Birth Abroad (Form FS-240), or
- Certificate of Birth (Form DS-1350 or FS-545), or
A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signatures, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth.
- If none of these documents are available please contact **IAG** at (202) 349-1454 for further documentation required or for additional information.

All citizenship documents will be returned with your new passport.

3. – Evidence of Child's Relationship to Parents/Guardians. You must provide one of the Following documents:

- Certified U.S. birth certificate (with parents names); or
- Certified Foreign Birth Certificate (with parents' names and translation, if necessary); or
- Report of Birth Abroad (Form FS-240) (with parents' names); or
- Certification of Birth Abroad (Form DS-1350) (with parents' names); or
- Adoption Decree (with adopting parents' names); or
- Court Order Establishing Custody; or Court Order Establishing Guardianship.

NOTE: If the parent(s) /guardian(s)' name(s) is/are other than those on these documents, original documents of evidence of legal name is required.

4. – Parental Identification

Each parent or guardian must submit **ONE** of the following documents (Make sure the Passport Acceptance Agent makes a copy and notes on the DS-11 that you presented the ID):

- Valid Driver's License
- Valid Official U.S. Military ID
- Valid U.S. Government ID
- Valid U.S. or Foreign Passport with recognizable photo
- Naturalization/Citizenship Certificate from BCIS with recognizable photo
- Alien Resident Card from BCIS

NOTE:

- Your Social Security Card does NOT prove your identity.
- If none of these are available, you will need:
Some signature documents, not acceptable alone as ID (Ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.), **AND** a person who can vouch for you. He/she must have known you for at least 2 years, be a U.S. citizen or permanent resident, Have valid ID, and fill out **Form DSP-71** in the presence of the passport agent.

5. – Parental Application permission documentation

- A. Both parents must appear together and sign – OR
- B. One parent appears, signs, AND submits second parent's Statement of Consent Issuance of a Passport to a minor under Age 16, (**NOTARIZED**) Form DS-3053 authorizing passport issuance for the child <http://www.passportdocs.com/pdfs/passportdocs.com-DS-3053.pdf> – OR
- C. One parents appears, signs, and submits primary evidence of sole authority to apply (such as one of the following):
- Child's certified U.S./foreign birth certificate (with translation, if necessary) listing only applying parent; or
 - Consular Report of Birth Abroad (Form FS-240) or Certification of Birth Abroad (Form DS-1350) listing only applying parent; or
 - Court order granting sole custody to the applying parent (unless child's travel is restricted by that order); or
 - Adoption decree (if applying parents is sole adopting parent); or
 - Court order specifically permitting applying parent's or guardian's travel with the child; or
 - Judicial declaration of incompetence of non-applying parent; or
 - Death certificate of non-applying parent.
- D. If none of the above documentation is available, the applying parent/guardian should submit (Form DS-3053) Statement of Consent: Issuance of a Passport to a Minor under Age 16. (**NOTARIZED**)

NOTE:

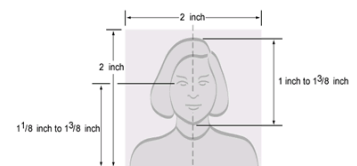
A third-party in *loco parentis* applying on behalf of a minor under the age of 16 must submit a notarized written statement or affidavit from either parents or guardians authorizing a third-party to apply for a passport. When the statement or affidavit is from only one parent/guardian, the third-party must present original evidence of sole custody of the authorizing parent/guardian. (Original Court Order- Legal Custody)

6. – Social Security Number

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call you nearest IRS Office.

7. – Two Passport Photographs which must be:

- Identical and 2x2 inches in size
- Taken within the past 6 months, showing current appearance
- Color or black and white
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire. Uniforms should not be worn in photos except religious attire that is worn daily.
- Do not wear a hat or headgear that obscures the hair or hairline. If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.



NOTE: Vending machine photos are generally not acceptable. We strongly recommend not sending digital photos.

8. - Two Letters of Authorization. Print two copies of the letter of authorization which is located at the end of these instructions.

These letters must have original signatures. One copy of this letter should be placed inside your sealed envelope by the passport clerk and the other should be paper-clipped to the outside of that envelope. Faxes or photo copies are not accepted. Please sign with blue ink.

NOTE: Most Passport Agencies now accept applications only by appointment. To make an appointment for processing please contact IAG at (202) 349-1454 as soon as possible to reserve your emergency processing space. Washington, D.C. requires all rush processing requests to be pre-scheduled.

9. – Service Fees

Government Fees:

- Make one check payable to US Department of State: include your date of birth on the check or money order. Personal checks must show a printed address.
- Under age 16: The total passport fee is \$120 *
- *The \$120 portion is comprised of a government expedite fee of \$60, a government processing fee of \$40 (for under age 16), and \$20 for security surcharge.
- Make the second check or money order in the amount of \$25 payable to the Post Office or Court Clerk where you will visit in Step 2 and kept by them. This is the fee they charge to help you with your application.

IAG Service



Fee: [Click here](#) for Passport Service Fee.

Please contact IAG at (202) 349-1454 or 1-866-727-7362 for further instructions and price.

Note: Government and shipping fees are separate.

Emergency Service..... If issue is required in 12/48 Business Hours (By appointment only)
 Urgent Service..... If issue is required in 3 - 6 business days (By appointment only)
 Express Service..... If issue is required in 7 - 15 days

The fee payment to Inter-American Group, Inc (IAG) can be paid by VISA, MASTERCARD, MONEY ORDER, COMPANY CHECK or CASHIER CHECK, payable to "Inter-American Group, Inc. (IAG)". Include credit card authorization. You will receive a copy of the credit card receipt with your completed documentation.



PLEASE PRESENT ALL ABOVE LISTED ITEMS TO THE LOCAL PASSPORT ACCEPTANCE AGENT FOR APPROVAL.

Both parents have to be present at the moment of application, if one cannot be present the DS-3053 has to be filled out and signed in front of a Notary Public. <http://www.passportdocs.com/pdfs/passportdocs.com-DS-3053.pdf>

Take the items 1-9 to post Office and ask them to endorse the documents and seal them in an envelope marked "TO BE OPENED BY PASSPORT OFFICE PERSONNEL ONLY" and "hand carry". This sealed envelope must be presented to the passport office within 5 working days from execution. The Passport Acceptance Agent should use their official stamp or seal along the seal of the envelope. (This is especially important if the Passport Acceptance Agent is a Court Clerk). The "sealed envelope" should be returned to you in order to send it to IAG.

You must sign the application in front of the Passport Acceptance Agent, and after they should seal-up the following items in their envelope:

- The completed Passport Application: Form DS-11. (Original)
- <http://www.passportdocs.com/pdfs/passportdocs.com-DS-3053.pdf>
- The Original Birth Certificate or Certificate of Naturalization
- Proof of identity and copy of parents' I.D.,
- Two (2) recent passport photographs.
- The \$120 check or money order to "US Dept. of State",
- One copy of the proof of departure.
- One original of the IAG authorization letter.

The original of your application form DS-11, Original Birth certificate, one copy of the itinerary, and one original of the letter of authorization, and/or DS-3053 Form (notarized) should be placed inside your sealed envelope, by the passport clerk, and the others should be paper-clipped to the outside of that envelope. The Passport Acceptance Agent should use their official stamp or seal along the seal of the envelope.



The Federal Government has established a detailed set of rules that specify exactly how this procedure must occur. If the Passport Acceptance Agent you are working with is unfamiliar or uncomfortable with the process of using a passport expediting service they can refer to the section of their Passport Acceptance Agent Guidance Manual which outlines, "The Hand Carrying of Executed Applications" and may call their regional passport agency and/or contact US State Department.

The sealed envelope process is a way for a government official to verify your identity without requiring that you appear in person at a Passport Agency. Your application materials will be officially sealed into an envelope by the Courthouse or Post Office. **IAG** will carry this unopened envelope to the Passport Agency on your behalf to expedite issuance of the passport. The law allows that you have a right to have a representative carry this envelope to a Passport Agency as long as you have an urgent need for a passport.

- Do **NOT** open sealed envelope for any reason
- Do **NOT** use pencil or red pen to complete forms
- Do **NOT** seal the payment to **IAG** AND Do **NOT** seal the **IAG** Customer Order Form
- Write on the sealed envelope: Applicant name, date of birth and date of departure.



SHIPPING OF APPLICATION

USE **IAG** Order Form.

Print out and complete **IAG** Customer Order Form

Please do not give the **IAG** Customer Order Form to your Local Passport Acceptance Agent. **IAG** is NOT allowed to open sealed envelopes. Only the U.S Passport Office can open the envelopes. The **IAG** customer Order Form is what we use to determine which procedure we must use to get your application done in time for your travel dates. Without the Customer Order Form we do not know what service you are asking for, where to return your completed package and how to get in contact with you.

When you have your sealed envelope from the Passport Acceptance Agent please send your package to:

IAG (Inter-American Group, Inc)
www.passportdocs.com
1701 Pennsylvania Ave. N.W. Suite 300
Washington, D.C. 20006

Checklist: Please send the following in the package:

- the sealed envelope from the Acceptance Agent
- the other signed **IAG** letter of authorization
- the photocopy of your application form DS-11
- the other copy of the proof of departure
- **IAG** service fee
- the **IAG** customer order form

Return Shipping Fee: Please check with www.FedEx.com for the exact amount of shipping prices. Then add the total amount with your service fees. You can also include a prepaid air bill with your credit card number or your FedEx account number. To receive your passport as soon as possible, we strongly suggest that you arrange overnight delivery service for sending your application and returning your passport. **For Saturday Delivery please verify if FedEx provides this service in your local area.** **IAG** is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

SPECIAL DELIVERY: for Airport Delivery additional fees will apply.

Reagan National Airport - DCA..... \$ 70.00 per delivery + airline cargo fee
Dulles Airport - IAD..... \$120.00 per delivery + airline cargo fee

IAG is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

NOTE: Passport Agency officials may request additional documentation at their discretion and in declining issuance of travel documents may not in some instances disclose the reason for denial of a passport. **IAG** cannot be held responsible for delays in processing due to incomplete, inaccurate, or missing documentation including but not limited to missing or incorrect proof of identity, proof of U.S. Citizenship, proof of travel, missing photographs, or incorrect passport execution fees. **IAG** cannot be held responsible for the actions and/or decisions made by the U.S. Passport Agency. Should your application be rejected for whatever reason, you bear the cost of return shipment of your documents and all expediting fees are not-refundable: No exceptions. Compensation is not available. **IAG** will not be responsible for loss or delay caused by events that we cannot control, including but not limited to acts of God, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including passport and embassy consular officials) with actual or apparent authority. **IAG** is not responsible for any documents inadvertently held or lost by consulates or US Government Agencies. Should this occur, which is highly unlikely, we will work to recover the documents from the agency or consulate. **IAG** makes no other warranties, expressed or implied. In no event will **IAG** be liable for any indirect, incidental, or consequential damages. Further, **IAG's** total liability with respect to each passport application shall be limited to the amount of the **IAG's** service fee paid by you.

All services are limited to time standards of the U.S Government business hours.
BY SENDING AN APPLICATION TO **IAG**, YOU ACCEPT THE ABOVE CONDITIONS.





1701 Pennsylvania Ave. N.W. Suite 300 Washington, D.C. 20006

(202) 349-1454 - Fax (202) 349-7123 - E-mail: info@passportdocs.com

PASSPORT AUTHORIZATION LETTER

Date: _____

Passport Services
US Passport Office
Washington, D.C.

I _____, hereby grant a representative of Inter-American Group, Inc, "IAG" to process the application for a US Passport of _____, to pick up their completed passport when it is ready and to discuss all matters with the Department of State pertaining to the processing of my passport application and issuance of my passport.

Sincerely,

Signed: _____
Parents/Guardians signature

Date: _____

Child's Date of Birth: ____/____/____

Place of Birth: _____

Contact phone number is: _____

Date of Departure from U.S _____

Countries to travel to: _____

Note to Applicant:

These letters must have original signatures. Note that faxes or photocopies are not accepted. Please sign with **blue ink**. (It is illegal for any person other than the applicant to sign this passport document. Original signature is required) A husband may not sign on behalf of his wife, or vice versa.

Minors: A parent needs to sign this application on behalf of a minor son/ daughter under 16 years of age. If the above parent is not available, the parent who has not signed the application of a minor child will have to submit a signed letter of consent notarized. This letter of consent must be presented to the Passport Acceptance Agent (Court House officer or Post office).

IAG- Inter-American Group, Inc. (www.passportdocs.com) acts only as an agent on behalf of the applicant.

