

For Children Under Age 16: Documentation Required

Citizenship, Relationship, and Identification

1. Evidence of child's U.S. citizenship, one of the following:

Born in the U.S.

- Certified U.S. birth certificate
- Previous fully valid U.S. passport

Born Outside the U.S.

- *Report of Birth Abroad* (Form FS-240)
- Previous fully valid U.S. passport
- *Certificate of Citizenship* or *Naturalization*
- *Certification of Birth Abroad* (Form DS-1350)
- Other evidence of U.S. Citizenship

2. Evidence of child's relationship to parents/guardian, one of the following:

Born in the U.S.

- Certified U.S. birth certificate including parent(s)' names
- Adoption decree including adopting parents(s)' names
- Court order establishing sole custody
- Court order establishing guardianship and authority to apply for passport

Born Outside the U.S.

- Certified foreign birth certificate including parent(s)' names
- *Report of Birth Abroad* (Form FS-240)
- *Certification of Birth Abroad* (Form DS-1350) with parent(s)' names
- Adoption decree including adopting parent(s) names
- Court order establishing sole custody
- Court order establishing guardianship and authority to apply for passport

3. Parental identification, such as one of the following:

- Valid driver's license
- Valid official U.S. military ID
- Valid government (Federal, State, local) employee ID
- Valid U.S. or foreign passport with recognizable photo
- *Certificate of Naturalization* or *Certificate of Citizenship* with recognizable photo
- *Permanent Resident Alien Card*

Parental Permission

1. Both parents appear or
2. Applying parent submits second parent's notarized Form DS-3053, *Statement of Consent*, or other notarized written statement consenting to passport issuance for child, along with a photocopy of the non-appearing parent's identification or
3. Applying parent submits primary evidence of sole authority to apply, such as one of the following:
 - Child's certified U.S. or foreign birth certificate listing *only* applying parent
 - *Report of Birth Abroad* (FS-240) or *Certification of Birth Abroad* (DS-1350) listing only one parent
 - Court order granting sole custody (unless child's travel is restricted by that order)
 - Adoption decree (listing only the applying parent)
 - Court order specifically permitting applying parent's or guardian's travel with the child
 - Judicial declaration of incompetence of non-applying parent
 - Death certificate of non-applying parent or
4. Applying parent submits a written statement explaining why non-applying parent's consent cannot be obtained or
5. Third-party *in loco parentis* appears with notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the notarized statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

Children's Passport Issuance Alert Program (CPIAP)

Parents may also request that their minor (under age 18 for this program) child's name be entered in the U.S. Passport name-check system. The Children's Passport Issuance Alert Program provides:

- Notification to a parent if a passport application made on behalf of his/her minor child(ren), and
- Denial of passport issuance if appropriate court order(s) is on file with the CPIAP and the parent does not consent to the passport issuance.

For more information, visit travel.state.gov or contact the Office of Children's Issues by phone at 1-888-407-4747 or email at childrenspassports@state.gov.