

MOMENT MOM

Collect Moments, Not Things

Travel Firsts : Your Child's First Passport

Schedule an Appointment

Plan at least 8-10 weeks for normal processing

- Determine your timeline for processing
 - Emergency : Less than 2 weeks. Hire an expeditor or visit a Passport Agency in-person
 - Expedited Processing : 2-3 weeks from submittal
 - Normal Processing : 4-6 weeks from submittal
- Find a Passport Acceptance Facility : <https://iafdb.travel.state.gov>
- Call and Schedule an Appointment

Gather Documentation

Fill out the DS-11 Form

- DS-11 Form <https://pptform.state.gov>

Proof of Citizenship and Parental Relationship

- Original Birth Certificate - Cannot be a copy and will be sent in with application
- Parental ID like a Driver's License or Passport

Parental Consent

- Both parents will be present OR
- Evidence of consent following these guidelines :
<https://travel.state.gov/content/travel/en/passports/apply-renew-passport/under-16.html>

Passport Photo

- Photo meeting requirements: [Passport Photo Requirements](#)

Choose Passport Type

- Standard Passport or Larger Passport Book (52 pages)- \$80
- Passport Card - Only good for travel via land/sea to Canada, Mexico, Caribbean or Bermuda - \$15
- Passport Book and Passport Card - \$95

Prepare Payment

- Bring a separate Check or Money Order for each application
- Ask your Passport Acceptance Facility for the execution fee (usually \$25). These can usually be paid together if getting more than 1 passport.