Passport Checklist for Minor Applicants (under 16 years of age)

Parent(s) listed on birth certificate or legal document granting custody or guardianship must be present to sign passport application in presence of Passport Agent.*

*Note: If one parent cannot be present, bring completed form DS-3503 Minor Consent for Absent Parent

Proof of parental of legal guardian relationship to minor applicant. Examples include: original or certified birth certificate or document showing legal custody or guardianship. Documents must be in English; photocopies are not acceptable

2 required payments

1st payment: U.S Department of State fees (Payable by check or money order only.)
2nd payment: Florida state passport fees (Payable by check, money order, credit card* or debit card. *No fee.) We cannot accept cash.

Original proof of U.S. citizenship such as a U.S. birth certificate naturalization certificate, Consular Report of Birth Abroad, or previously issued U.S. Passport. Copies are not acceptable. Birth certificates may be obtained at http://www.cdc.gov/nchs/w2w.htm

Photo identification (i.e. driver’s license, must submit supplemental ID if license is out-of-state) for each parent or legal guardian

1 (one) Passport Photo, which may be obtained in our office for an additional fee

You Must Apply in Person If:

- You are applying for your first U.S. passport
- You are under age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

New U.S. Birth Certificate Requirement

- Beginning April 1, 2011, the U.S. Department of State will require the full names of the applicant’s parent(s) to be listed on all certified birth certificates to be considered as primary evidence of U.S. citizenship for all passport applicants, regardless of age. Certified birth certificates missing this information will not be acceptable as evidence of citizenship. This will not affect applications already in-process that have been submitted or accepted before the effective date.

Applications are available in our office, or you may download them from http://www.travel.state.gov. Please visit the aforementioned link for current fee information.

Contact Us:
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Email: IP-Passports@admin.fsu.edu
Web: http://www.international.fsu.edu/passport