



**U.S. Passport Applications
For
Children Under Age 14
Require Both Parents' Signatures**
As provided by Public Law 106-113, Section 236
Effective July 2, 2001



Both parents or child's legal guardian must:

1. Present evidence of child's U.S. citizenship **and**
2. Present evidence that they are the parents or guardian **and**
3. Show valid personal identification **and**
4. Sign and take oath before an authorized passport acceptance agent.

**If the second parent is not available to sign,
The appearing parent must:**

1. Do the above **and**
2. Present evidence that he/she has:
 - Sole legal custody of the child **or**
 - Written consent of the other parent for the issuance of the passport **or**
 - Written statement explaining why non-applying parent's consent cannot be obtained.

**If no parent is available to sign,
The third-party *in loco parentis* must:**

1. Appear with a notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the statement or affidavit is from only one parent, the third party must present evidence of sole custody of the authorizing parent.

The law requires that all applications be signed under oath under penalty of perjury.

**The most efficient way to apply for a child under age 14
Is to present the required documentation and**

- For *both* parents to appear at the time of application, **or**
- If only one parent can apply, that applying parent/guardian has the additional documentation required for a single application *at the time of application*.

**Incomplete submissions will delay passport issuance.
See next page for examples of acceptable evidence.**

The passport fees paid at the time of application are non-refundable processing fees.

For questions: Visit www.travel.state.gov
or Call the National Passport Information Center at
1-900-225-5674 or with Visa, MasterCard, or AmEx 1-888-362-8668
This is a fee-for-service call, not funded by tax dollars.

For Children Under Age 14
Citizenship, Relationship and Identification
Documentation Required

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

- | | |
|---|--|
| <u>Born in the U.S.</u> | <u>Born Outside the U.S.</u> |
| <ul style="list-style-type: none">● Certified U.S. birth certificate● Previous fully valid U.S. passport | <ul style="list-style-type: none">● <i>Report of Birth Abroad</i> (Form FS-240)● Previous fully valid U.S. Passport● <i>Certificate of Citizenship or Naturalization</i> from INS● <i>Certification of Birth Abroad</i> (Form DS-1350)● Or other evidence for first time documentation |

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

- | | |
|--|---|
| <u>Born in the U.S.</u> | <u>Born Outside the U.S.</u> |
| <ul style="list-style-type: none">● certified U.S. birth certificate <i>including parent(s) names</i>
● adoption <i>decree including adopting parent(s) names</i>● court order establishing custody● court order establishing guardianship and authority to apply for passport. | <ul style="list-style-type: none">● certified foreign birth certificate including parent(s) names.
● <i>Report of Birth Abroad</i> (Form FS-240)● <i>Certification of Birth Abroad</i> (Form DS-1350) with parent(s)' names |

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* from INS with recognizable photo
- *Permanent Resident Alien* identification from INS

Parental Application Permission: Appearance and Signature Documentation Required

1. Both parents appear together and sign **or**
2. One parent appears, signs, **and** submits second parent's written statement consenting to passport issuance for child **or**
3. One parent appears, signs, and 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* apply parent.
 - *Report of Birth Abroad* (FS-240) or *Certification of Birth Abroad* (DS13-50) listing *only* applying 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. One parent appears, signs, **and** 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-part 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)

Separate from the two-parent signature requirement for U.S. passport issuance, parents may also request that their children's names be entered in the U.S. Passport name-check system. The Children's Passport Issuance Alert Program provides:

- Notification to parents of passport applications made on behalf of their minor children, **and**
- Denial of passport issuance **if** appropriate court orders are on file with the CPIAP.

For more information, contact the Office of Children's Issues at:

Tel: 202-736-7000, Fax: 202-663-2674, travel.state.gov/children's_issues.html