



CHILD PASSPORT CHECKLIST

VERY IMPORTANT - Please include the signed checklist, a COPY of all Starred (***) Items listed below and the Acceptance Agent envelope INSIDE the UPS Envelope.



***DS-11 Passport Application

COMPLETE ONLINE and PRINT OUT SINGLE-Sided. HAND-WRITTEN and Double-sided applications will NOT be accepted. Once application is complete - click "Create Form" (on bottom left) DO NOT SIGN YET. Signature must be Witnessed by Passport Acceptance Agent at Courthouse or some Post Offices



Passport Photo

Include NEW passport photo which can be taken at CVS, Walgreens or Kinkos. Must Be: 2 x 2 inches, in color, taken within the past 6 months, full face, front view with a plain white background. NO UNIFORMS or hats. If you normally wear prescription glasses, a hearing aid or similar articles, they should be worn. Carefully staple photo to the Passport Application.



Proof of Citizenship

ORIGINAL or CERTIFIED COPY of U.S. Birth Certificate (with both parents names on it) or Naturalization Certificate (No Hospital Certificates or Photocopies) NOTE: Originals will be returned by government. All previous Child Passports must also be included.



Government Fees

Check (or money order) payable to "US Department of State" for \$140.00 (under age 16) or \$155 (for Passport Book + Card) Children 16 and above are \$170.00 (\$200.00 for Passport Book + Card) NOTE: Please Sign Check and write amount in proper format (One Hundred Seventy and 00/100) No Starter Checks (address Must Be preprinted on check)



Proof of Identification

Make copy (front & back) of PARENTs Drivers License issued MORE than 6 months ago. NOTE: If a parent's Name on Drivers License DOES NOT match the proof of citizenship - an Original name change document (marriage certificate, divorce decree, or court ordered name change document) is required.



***Authorization Letter - Fill Out By Hand - Courier Company Name

Please call 855-246-4243 to have your Authorization Letter emailed to you.
NOTE - Please fill out BY HAND the Courier Company Name as instructed to avoid DELAYS.
* For children 15 and under BOTH parents MUST sign



***Travel Itinerary

Itineraries include - Airline, Cruise & Hotel Reservations OR a Business Letter on Original Company Letterhead.



OVERNIGHT Shipping Label

Please ONLY use OUR Shipping Label. It will be emailed to you by our Passport Specialist when you have completed this checklist. Fold label in half and place on outside of envelope.
NOTE: call 855-246-4243 for any problems printing your label



Please Note:

If one parent cannot be appear at acceptance agent, then Form DS-3053 (Minor Consent Form) must be Notarized.

Mail To: Choice Passport LLC.
10000 NW 21 ST.
Miami, Florida 33172

I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Signature

Date