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## FIRST-TIME PASSPORT APPLICANTS UNDER 16

You must submit the following:

1. **Application form DS-11.** Available online or at the event. Do not sign until the application is submitted
2. **Proof of U.S. citizenship** (original or certified copies only)
  - a. Current U.S. passport (if renewing), OR
  - b. Current U.S. passport (if renewing), OR
  - c. Certified U.S. birth certificate stating parent(s) names, OR
  - d. Consular report of birth abroad or certification of birth, OR
  - e. Certificate of citizenship
3. **Photocopy of U.S. citizenship document**
4. **Show parental relationship**
  - a. U.S. birth certificate
  - b. Foreign birth certificate
  - c. Adoption decree
  - d. Divorce/custody decree
5. **Parents' proof of identity**
  - a. Current North Carolina driver's license, OR
  - b. Valid, undamaged U.S. passport book or passport card with recognizable photo (can be expired), OR
  - c. Certificate of naturalization or citizenship
  - d. Government employee ID
  - e. U.S. military ID or military dependent ID
  - f. Valid foreign passport
6. **Photocopy of identification document (front and back)**
7. **Show Parental Consent**
  - a. Both parents/guardians must authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport. If both parents/guardians cannot appear in person, please check the State Department website for guidance.
8. **Passport photo** (can be taken in advance or at the event)
9. **Application payment in the form of a personal check or money order only**, made out to U.S. Department of State. (No cash, credit cards, or temporary/starter checks accepted).  
**Application fee: \$115**

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: [travel.state.gov](https://travel.state.gov)

