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