

# MINOR PASSPORT

**16 & 17 Years old**



Passport Acceptance  
Facility

## US Department of State Fees Check or Money Order Only

|                                 |                                                                                                                                   |                                                                          |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Passport Book</b>            | <b>\$130</b> (Valid for international travel by land, sea, & air.)                                                                | <b>Additional Service Charges</b>                                        |
| <b>Passport Card</b>            | <b>\$30</b> (Not valid for international air travel. Valid for travel by land and sea to Canada, Mexico, Bermuda, and Caribbean.) | <b>\$60 for Expedite Service</b>                                         |
| <b>Passport Book &amp; Card</b> | <b>\$160</b>                                                                                                                      | <b>\$26.87 for 1-3 day delivery</b><br>(does not apply to passport card) |

## New Mexico State University Fees Check, Money Order, or Cash

- ☐ **\$35** Execution Fee (Acceptance Fee)
- ☐ **\$10** Passport Photo

## Document Requirements

### ☐ **DS-11 FORM (PDF or Electronic)**

- Print it single sided, black and white or colored.
- Black Ink Only
- No Mistakes or Errors

### ☐ **ORIGINAL PROOF OF CITIZENSHIP**

*A photocopy is needed as well. The original and the copy will go with the application but will be returned a few weeks after the passport is received.*

- Certified U.S. Birth Certificate
- Report of Birth Abroad
- Certificate of Naturalization
- Certificate of Citizenship

### ☐ **PASSPORT PHOTO**

*You can bring a photo or we can take it here at the time of your appointment. You may be notified if your photo does not meet the guidelines. If not you will have the choice of retaking the photo with us or submitting the photo you provided.*

### ☐ **PROOF OF IDENTIFICATION**

*A photocopy, front & back, is needed from the applicant.*

- Valid Driver's License
- Valid US Military ID
- Valid U.S. Government Employee ID
- Valid U.S. or Foreign passport (with recognizable photo)
- Naturalization/ Citizenship certificate
- Permanent Resident Card
- B2 Visa/ Border Crossing Card

Minors 16 & 17 years old require consent from a parent to obtain a passport. NMSU Passport office encourages at least one parent to attend as a way to acknowledge consent of their child getting a passport. This can help avoid delays for the passport. We also recommend a copy of the parent's ID front and back.

### ☐ **PAYMENTS FOR US DEPT. OF STATE & NMSU**

*Payment information above.*

## FAQ

- **Can I renew my passport through the mail?**
  - If the passport was obtained when you were 15 years old or younger, no. If you are renewing a passport you got when you were 16 or older, yes.
- **How long will the passport be valid?**
  - Passports for minors 16 & 17 years of age passports are valid for 10 years.
- **Do both parents have to attend?**
  - No, but NMSU recommends at least one parent attends as a way to prove acknowledgement that their child is getting a passport. If not a letter of consent from the parent and a copy of their ID front and back is needed.
- **What if I don't have a Driver's License?**
  - You can provide two forms of ID like a school ID, social security Card, learner's permit, or a **DS-71 Identifying Witness** form (available at our office). For other acceptable forms of ID visit [travel.state.gov](https://travel.state.gov).