

MINOR PASSPORT

15 Years & Younger



BE BOLD. Shape the Future.*
Office of International Affairs
Passport Acceptance Facility

US Department of State Fees Check or Money Order Only

Passport Book	\$100 (Valid for international travel by land, sea, & air.)	Additional Service Charges
Passport Card	\$15 (Not valid for international air travel. Valid for travel by land and sea to Canada, Mexico, Bermuda, and Caribbean.)	\$60 for Expedite Service
Passport Book & Card	\$115	\$23.36 for 1-2 day delivery (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.

☐ **EVIDENCE OF PARENTAL RELATIONSHIP**

A photocopy, front & back, is needed from each parent. If there is more than one minor, a copy is needed for each child.

- 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

If one parent/guardian is unable to attend the appointment, the [DS-3053 Statement of Consent](#) form is needed. It will need to be notarized and a copy of the ID provided to the notary is required.

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

Payment information above.

FAQ

- **Can I send in my child's passport renewal through the mail?**
 - No, minor passports renewals are done in person at an Acceptance facility or Passport Facility.
- **How long will their passport be valid?**
 - Passports for minors 15 years and younger are valid for 5 years.
- **Do both parents have to attend?**
 - If only one parent is on the birth certificate, only that parent has to attend.
 - If the other parent is not able to attend or complete the DS-3053 due to circumstances, a [DS-5525 Statement of Exigent/Special Family Circumstances](#) is needed.
- **Does the child have to attend the appointment?**
 - Yes