



U.S. Passport Renewal

(Minor – Under 16)



CHILD'S AMERICAN BIRTH CERTIFICATE OR CRBA

- Bring the original AND 1 Copies



FATHER'S PASSPORT AND ID

- Bring the original AND 1 Copies
- If the original document is not available, bring notarized or certified copy.



MOTHER'S PASSPORT AND ID

- Bring the original AND 1 Copies
- If the original document is not available, bring notarized or certified copy.



STATEMENT OF CONSENT *(In case one of the parents is not physically present)*

- The absent parent must fill DS-3053 form OR
- Write a Power of Attorney with a text similar to the following:

"I ---- (absent parent's name) give my consent to --- (the applying parent's name) to process all documents necessary for the issuance of a U.S. Passport to my minor daughter / son --- (child's name), whose date of Birth is --- (child's date of Birth).

- The absent parent must take the DS-3053 or the Power of Attorney to a Notary Public and have it signed in the presence of the Notary Public.
- Bring to Consular Section the original document with the original signatures and Notary Public's stamps. **WE WILL NOT ACCEPT STATEMENTS OF CONSENT THAT HAVE BEEN FAXED, SCANNED, E-MAILED OR OTHERWISE COPIED.**



FORM DS-11

- Do not sign anywhere until requested to do so.



THE FOLLOWING PERSONS MUST COME PERSONALLY TO CONSULAR SECTION

- Father
- Mother
- Child



EXPIRED PASSPORT

Bring the old expired passport and 1 copy of the front page

PROGRESSIVE PHOTOS

Please bring different photos of your child at different times to show his/her progress. Due to the fast change and growth of children, bringing in-between pictures for at least each year would help the confirmation of your child's identity easy and the process for passport application faster.

IF PASSPORT IS LOST OR STOLEN

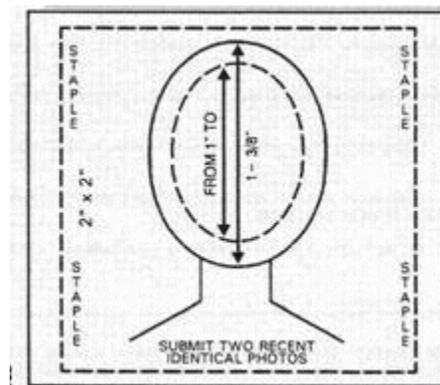
- Fill out **DS-64**
- Bring original and 1 copy of a local police report (get it translated to English if it is in any other language)

FEES – paid in cash, we do not accept credit cards or personal checks

- Passport for applicant under 16yrs - \$ 105 or equivalent in Birr

PHOTOS of the child

- Bring **2** passport size color photos.
- Photos to be on **white** (or very pale gray) **background**.
- Photos to adhere to the following format:
(You can take this sample to the photo studio and tell them to make the photos of the same size and the head to be as big as shown on the sample)



❖ **Schedule an Appointment**

Once you have completed the application and gather all of the required documents, schedule an appointment online at <http://evisaforms.state.gov/ACSSchedulingSystem.asp> . You may cancel or change your scheduled appointment in advance if necessary by accessing the scheduling calendar. Applicants who fail to appear for a scheduled appointment must schedule a new appointment before submitting an application for a passport.