



## U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

### Emergency Passport for Minors

- If your passport was stolen or lost and you are scheduled to leave shortly, you can request an emergency passport.
- You do not need an appointment to apply for an emergency passport.
- **Emergency Passports are only approved under special circumstances and are valid for one year maximum.** Normally we will not be able to issue an emergency passport during the weekend or on Holidays; however you can come any time during working hours.

Please be informed that a **SOCIAL SECURITY NUMBER IS REQUIRED** in order to process the passport. If you have never had or applied for a social security number, you may either apply for a social security number at the same time as you apply for your passport or Consular Report of Birth Abroad or you will be required to submit a declaration under penalty of perjury that you were never issued a social security number.

Replacement passports are normally valid for a full ten years for adults and five for children. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip.** Once you return home, you can turn in your emergency passport and receive a full-validity passport without paying any extra fees within one year.

The U.S. Embassy in Guatemala may **only** offer **walk-in** emergency passport services if you have travel plans within the next two weeks. Please provide proof of travel.

### Minors Under 16 Years Old

When you come to the Embassy please present the following documents to speed up your process.

- Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- Proof of U.S. Citizenship (if possible).** The most common evidence of citizenship is at least one of the following:
  - U.S. Birth Certificate (original or certified copy).
  - Certificate of Naturalization from DHS.
  - Consular Report of Birth Abroad (Form FS-240).

- Certification of Birth Abroad (Form DS-1350).
- Certificate of Citizenship from DHS.

NOTE: Social security card is NOT proof of citizenship.

- Proof of identity (if possible).** Common identity documents include:
  - School identification card.
  - School diploma.
  - Residency card.
  - Acceptable proof is any government/official document with **both name and picture.**

NOTE: A birth certificate is NOT proof of identity.

- If the previous passport was lost or stolen:**
  - [DS-64 Statement Regarding a Lost or Stolen Passport](#) (may be completed at time of application).
  - **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.

- Proof of Travel** (Travel Itinerary, airline tickets).

- One color passport **photo**, 2” X 2” on a white background. Check photo requirements.

- Fee payment:

- Emergency passport **fee** is U\$105 for minors.
- It can be paid in cash (in Quetzales or US dollars) or with a credit card.
- **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED CURRENCY.**
- If you are paying with cash, please bring exact change.

- A series of pictures that show the changes in the applicant’s physical appearance since their last passport photo.

- Both **parents must appear with the child and sign the application:**

- If only one parent is present:**

- The applying parent must submit a signed notarized statement or [DS-3053](#) in English from the non-applying parent consenting to the passport issuance.
- A copy of a valid government ID of the non-applying parent.

**or**

- Primary evidence of sole authority to apply, such as:
  - Birth certificate that lists only the applying parent.
  - Death certificate of the non-applying parent.

- Court order of sole custody.

If no such evidence is available, the applying parent should submit a signed notarized statement in English or [DS-5525](#) that includes the child's name and date of birth, explaining in detail why the non-applying parent's consent cannot be obtained.

- If neither parent is present, please bring:**
  - Notarized written statement or [DS-3053](#) for both parents
  - Copies of both parent's valid government ID.
  - Affidavit in English signed by both parents authorizing a third-party to apply for a passport must be submitted.
- Original long form of birth certificate** that includes the names of the child's parents.
- Proof of identity for both parents or the authorized third party.** Any valid government official document with both name and picture.

**Do not miss your flight!!!**  
**Most of the emergency passports are issued the same day.**  
**If you have no access to a computer you can complete the forms at the Embassy.**