



## MINOR U.S. PASSPORT APPLICATION

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To obtain a new passport for a minor under age 16, the child must appear in person with their parents to make the application at the U.S. Embassy in Tegucigalpa or at The Consular Agency in San Pedro Sula. **Note:** An appointment is needed for this service.

### You will need to:

1. A completed [Passport Application DS 11](#).
2. The child and both parents must come to the interview
3. Provide valid Government-Issued ID for Both Parents
4. Present Original Birth Certificate or Consular Report of Birth Abroad
5. Growth Progression Photos
6. Child's Previous Passport (only if renewing a previous passport)
7. Provide one passport photo of minor (Note: Photo size 2"x2" i with a white background, and free of shadows.)
8. Provide the Social Security Number of minor
9. [Make an appointment](#).
10. You must pay all fees directly at the **Embassy** or the **Consular Agency**. Do not make payments at a bank or any other establishment.

### If Only One Parent can come to the Interview

1. If one of the parents cannot be present at the interview, the **parent who is not coming** to the interview must:
  - a. Download and complete a [DS-3053 statement](#)
  - b. Make a photocopy of their government issued ID
  - c. Go to a U.S. notary public and sign/notarize the DS-3053
  - d. Send all documents to you, so you can bring them\*you must bring the DS-3053 to the interview within **no more than three (3) months** after it was signed.
2. If you have **sole custody** of your child, you must:
  - Bring an official court or government document granting you sole and exclusive custody over the child.

3. If the **absent parent is deceased, incarcerated, or otherwise physically or mentally incapable** of providing any kind of authorization, the parent who is coming to the interview must:
  - Bring official documentation of the circumstances of the other parent (such as an official death certificate, incarceration order, or medical documentation).
4. If **you are the only parent** listed on the child's birth certificate, no other documentation is necessary.

### **Neither Parent can come to the Interview**

1. If **both parents are alive**, and want to authorize someone else (such as an aunt/uncle, grandparent, or another adult) to apply for the child's passport, **both parents must present a signed and sealed statement notarized by an Us Notary public.**
  - \* They may provide separate statements, or provide a combined statement. It must contain the following:
    - a. Include the child's full name and date of birth
    - b. Include both parents' names and identification number
    - c. Address of both parents
    - d. Telephone number of both parents
    - e. E-mail address of both parents (If none, specify "NONE") Include the child's full name and date of birth
    - f. Include photocopies of both parents government issued IDs
    - g. Explicitly name the third part, including his/her ID number
    - h. Both parents must also submit a DS-3053 Statement signed and sealed by a US Notary Public.

### **Another Family Member or Third Party has Sole Custody**

1. If **someone else has sole custody** of the child and will be applying for them (such as another family member, or adoptive parents), they must:
  - Bring the official, government/court issued documentation of their sole and exclusive custody of the child.

**If you have not yet gathered all the necessary documents and filled out all the appropriate forms, you cannot make an appointment.**