



Checklist for a U.S. Passport

RENEW YOUR PASSPORT FOR A CHILD (UNDER AGE 16)

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a passport without a scheduled appointment for each applicant. Please check the appropriate box in front of each document that you bring with you. The documents should be placed in the same order as the checklist with the original on top of the copy. If applicants appear more than 30 minutes late for their appointment, their appointment may be canceled and they will need to make a new appointment. In addition to this list, a personal appearance by the applicant is required. To book an appointment and for additional information, visit our website at <http://manila.usembassy.gov>.

- The printout of appointment confirmation.
- Applicant's most recent U.S. passport.
- DS-11 form (completed but not signed). Do not sign! *For children under the age of 16 both parents/legal guardians are required to come in person.* You may electronically fill-out the online application from this link: <https://pptform.state.gov/?Submit2=COMPLETE+FORM+DS-11+ONLINE>
- The applicant's Proof of Parentage listing the names of the child's parents (e.g. *Philippine Birth certificate from National Statistics Office, U.S. birth certificate or Consular Report of Birth Abroad*). **Note:** Some short (abstract) versions of U.S. birth certificates may **not** be acceptable for passport purposes (example, if you have the older version of the Saipan birth certificate, you must request for the new version). Also, birth certificates issued by the Jersey City/Hudson county are no longer acceptable. You must get a new certified copy from the New Jersey Office of Vital Statistics Registry.
- A signed original "Statement of Consent" Form ([Form DS-3053](#)) if one parent/guardian is absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature.* The absent parent must also provide a photocopy of the front and back side of his/her acceptable photo identification document that was used during notarization of the Statement of Consent. If you cannot submit the DS-3053, you will be required to present an original primary evidence of sole authority to apply for the child's passport (e.g. court order, death certificate, birth certificate or Consular Report of Birth Abroad listing only the applying parent, etc.).
NOTE: If **none** of the above documentation is available, the applying parent **must** submit Form [DS-5525](#) (Statement of Exigent/Special Family Circumstances) stating why the non-applying parent/guardian's consent cannot be obtained. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. The applying parent also may be required to provide original evidence (e.g., custody order, incarceration order, restraining order) to document his/her claim of exigent or special circumstances.
- Original "Special Power of Attorney" and a Statement of Consent Form ([Form DS-3053](#)) from each parent if both parents are absent. The absent parents must also provide a photocopy of the front and back side of their acceptable photo identification document that was used during notarization of the Statement of Consent. *This must be notarized by a U.S. commissioned notary (or U.S. Embassy abroad) and the document is valid only for 90 days after the date of signature.*
- Valid photo I.D. of the child's parents/guardian and a photocopy showing front and back side (e.g. *passport, Voter's ID, or digitized government- issued IDs like SSS, Unified Multi-Purpose ID, PRC, BIR, or Driver License, etc.*). Note: Philippine postal ID is not acceptable.
- Sequential or "growing up" photos for the applicant whose appearance has changed significantly from the last passport issuance to the time of the filing of the renewal application.
- Photos of applicant. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*
- Non-Refundable Application Fee. *The fee for a passport for minors under 16 is **\$105**.* The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.