

PROMPTPASSPORTSERVICES.COM

2324 South Lambert Street
Philadelphia, PA 19145
215-397-1135

CHILD PASSPORT CHECKLIST

Please note if your child is age 16 or older, they must apply for a New Passport.
Please enclose a copy of your checklist outside of the sealed envelope.
Please initial next to each of the requirements below.

Authorization Letter

- Print two (2) copies of the authorization letter. Fill out with a pen. This allows us to act as an agent on your behalf. Print your child's information on the top portion of the letter. The parents must sign the letter on the child's behalf. Place one copy inside of the sealed envelope and one outside of the sealed envelope.

DS-3053 Form

- If only one parent appears the other parent must sign and notarize a Statement of Consent Form DS-3053. It is also recommended that the absent parent provide a photocopy of his or her valid state-issued ID.

DS-11 Form, Passport Application

- This application MUST be filled out online and printed correctly or it will be rejected by the Department of State. Please click "Create Form" at the end of the application. The newly created application will have two barcodes, one on the top left and another on the bottom right. Both barcodes must be present. Do not sign. You will be directed to sign by the accepted agent.

Order Form

- This form needs to be completed in order to contact you when we receive your documents and for return shipping purposes.

Proof of Identification

- Print two (2) copies of both parents' valid driver's license with photograph.

Proof of Citizenship

- Provide a state issued original or certified copy of your child's birth certificate, certificate of naturalization or citizenship. The original will be included in the sealed envelope (This will be returned with your passport). Please do not send any photo-copies of these documents. They will not be accepted.

Travel Itinerary

- Print two (2) copies of your travel itinerary from an airline or travel agency. Ensure that the travel date on your itinerary matches the date on your application. One copy will be included in the sealed envelope and the other copy will be placed outside the sealed envelope.

Government Fee

- A check or money order made payable to the "US Department of State" in the amount of \$140 if the child is under the age of 16. If you are applying for a passport card as well, the total fee must be for \$155. Temporary or business checks will not be accepted. Note: Make sure you spell out the check amount in the proper format (One Hundred Forty and 00/100).

Two Identical Passport Photos

- Include two (2) identical professionally taken passport photos (Ex. FedEx Kinko's, Post Office, Walgreens, CVS) – these must meet government requirements and be 2x2 inches in size on a white background. Head coverings are acceptable for religious purposes with proper documentation. Prescription eye-glasses are acceptable as well.

Acceptance Agent / Sealed Envelope

- All child passport applicants must visit an acceptance agent, such as a postal clerk, to have their documents sealed by a Federal Official (Note: this is not the same thing as a Notary). If your child is 16 or younger, both parents must appear with the child to sign the DS-11 Form (A notarized DS 3053 form will be required if only one parent is available). Children 16 or older must have at least one parent accompanying them. Do not let the Acceptance Agent submit your application for you, as you will be sending your application to Prompt Passport Services Online for processing. Make sure the government acceptance agent writes the child's name and date of birth on the outside of the sealed envelope. **DO NOT OPEN THIS SEALED ENVELOPE FOR ANY REASON, OR YOUR APPLICATION WILL NOT BE PROCESSED BY THE US DEPARTMENT OF STATE.**

Confirm Reservation

- Call 215-397-1135 to confirm your reservation. **DO NOT SHIP YOUR PACKAGE TO THE ADDRESS LISTED ON THE GOVERNMENT FORM.** This address is not for our expedited service and if you use this address, your passport will not be expedited but will be processed through normal government means.

Same day service and 48hr service must be shipped "First Overnight" Thru FedEx with NO SIGNATURE REQUIRED. If it is delivered past 8:30am it will not be processed until next day.

Please ship to:
PROMPT PASSPORT SERVICES
2324 South Lambert Street
Philadelphia, PA 19145

I hereby certify that I have performed the above requirements to the best of my ability.
I understand that the U.S. Department of State could suspend my case in the event that my package is incomplete.

Sign

Date