NEW U.S. PASSPORT CHECKLIST (MINOR):

- **Form DS-11: Application for a U.S. Passport**
  - Application can be obtained in the Learning Abroad office or online at [http://www.state.gov/documents/organization/212239.pdf](http://www.state.gov/documents/organization/212239.pdf).
  - Do not sign the application until requested to do so by a passport agent.

- **Proof of U.S. Citizenship**
  - The applicant must present one of the following:
    - Previously issued, undamaged U.S. Passport
    - Certified birth certificate issued by the city, county, or state
    - Consular Report of Birth Abroad or Certification of Birth
    - Naturalization Certificate
    - Certificate of Citizenship

- **Proof of Identity**
  - Both parents must present one of the following:
    - Valid Driver’s License
    - Previously issued, undamaged U.S. passport

- **Proof of Parental Relationship**
  - You must submit evidence that lists you as the parent of the minor applying for a passport. Some documents, like a U.S. birth certificate, provide both evidence of citizenship and evidence of parental relationship. Examples include:
    - U.S. birth certificate
    - Foreign birth certificate
    - Adoption degree
    - Divorce/Custody decree
    - Consular Report of Birth Abroad or Certification of Birth

- **One Passport Photo**
  - Photo can be taken in the Learning Abroad office for a $10 fee.

- **Passport Fees**
  - Mandatory Fees
    - Passport Book Application Fees ( Minor): $80
      - Personal check, cashier’s check, or money order ONLY
        - Made payable to the U.S. Department of State
    - Facility Execution Fee: $35
      - Personal check, cashier’s check, or money order ONLY
        - Made payable to the University of Houston
  - Optional Fees
    - Expedited Service Fee: $60
      - Personal check, cashier’s check, or money order ONLY
        - Made payable to the U.S. Department of State
    - Overnight Delivery Fee: $17.13
      - Personal check, cashier’s check, or money order ONLY
        - Made payable to the U.S. Department of State

Proof of U.S. Citizenship and Proof of Identity must be submitted in original format; copies will not be accepted.