

NEW PASSPORT CHECKLIST

(For Applicants 15 years and under)

- () **DS-11 Application Form**
Fill-out online, print and sign it in front of the Passport Acceptance Agent. **Please fax us a copy at 530-579-3315 or e-mail info@world-visa.com. Both parents must be present in the Passport Acceptance Agent. Do not sign the application until asked to do so or you will have to fill out another. The form MUST be signed in front of a Passport Acceptance Agent.**
- () **Proof of U.S. Citizenship**
Provide a state issued original or certified copy of birth certificate, or Certificate of Naturalization issued by the Immigration and Naturalization Service.
- () **2 Identical Passport Photos**
Two recent original passport size photographs (2" x 2") on a white or clear background.
- () **Statement of Consent Form (DS-3053)**
If one parent cannot be present, submit a Notarized Statement of Consent. Form **DS-3053**.
- () **Evidence of Child's Relationship to Parents/Guardians**
Parents/Guardians need to submit one of the following: Certified U.S. birth certificate (**with parents' names**); or Certified Foreign Birth Certificate (**with parents' names and translation, if necessary**); or Report of Birth Abroad (**Form FS-240**) (**with parents' names**); or Certification of Birth Abroad (**Form DS-1350**) (**with parents' names**); or Adoption Decree (**with adopting parents' names**); or Court Order Establishing Custody; or Court Order Establishing Guardianship.
- () **Authorization Letter**
Print 2 copies of the authorization letter. Both parents must sign this letter for the child. **MUST HAVE ORIGINAL SIGNATURES**. Place 1 copy inside the sealed envelope and 1 copy outside the sealed envelope.
- () **Proof of Departure**
Provide a copy of your flight itinerary or copy of your airline ticket. Please note that for Same Day or Next Day Processing, USA departure must be within 2 to 3 days from the day we receive your passport application.
- () **Proof of Identity**
For minors under age 14, both parents must provide Parental Identification (submit one of the following: valid driver's license, valid US Government issued ID, valid US or Foreign Passport with recognizable photo, Naturalization Certificate from BCIS, Alien Resident Card from BCIS)
- () **Government Fee**
Check or money order payable to "US Department of State" (\$140.00 for passport book; \$155.00 for passport book and card). Please write the child's name and date of birth on the check. Make a separate check or money order of \$25.00 payable to "US Postmaster or Clerk of Court", as payment for the execution of your application.
- () **Acceptance Agent/Sealed Envelope**
Applicant with the parents/guardians must go to the Passport Acceptance Agent (US Post Office or Clerk of Court) to have their documents sealed by a Federal Official. **DO NOT OPEN THE SEALED ENVELOPE**; otherwise your application will not be processed.
- () **Travel the World Service Order Form**
Fill out the Travel the World Service Order Form, include the order of processing (rush or regular), mode of payment (check, money order or credit card) and the return mail address.

SEND PACKAGE TO:

TRAVEL THE WORLD VISAS, INC
1930 18th Street NW, Unit #1
Washington, DC 20009