

Global Passport Express

Child Passport Checklist

Aged 15 and under

Please check off each item as you collect them and sign the bottom.

Once done, please call us at 210-375-7525 to reconfirm your scheduled appointment.

_____ Three (3) copies of the completed typed online application. ([Form DS-11](#))

DO NOT SIGN UNTIL ADVISED BY THE ACCEPTANCE AGENT

_____ Original certified copy of the U.S. state-issued birth certificate with hospital name or the letter " I " or a Naturalization Certificate.

Primary Evidence of U.S. Citizenship (You must submit one of the following.

Photocopies and notarized copies are not acceptable):

- Previously issued, undamaged, and fully valid U.S. Passport (5 year for minors or 10 years for adults)
- Certified [U.S. birth certificate](#) (must meet all of the following requirements):
 - Issued by the City, County, or State of birth
 - Lists bearer's full name, date of birth, and place of birth
 - Lists parent(s) full names
 - Has date filed with registrar's office (must be within one year of birth)
 - Has registrar's signature
 - Has embossed, impressed, or multicolored seal of registrar
 - **Photocopies and notarized copies are unacceptable**
- [Consular Report of Birth Abroad or Certification of Birth](#)

_____ Two (2) copies (front and back) of both parents' drivers licenses or two (2) copies of both parent's passports. Originals will need to be shown to the Acceptance Agent at the time of submission.

_____ Two (2) 2x2 Passport photos of the child (no glasses, no headbands no smiling).

_____ One (1) typed and signed letter of authorization. Place child's full name at the top and both parent's signatures at the bottom.

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_____ One (1) document showing proof of departure. Any of the following documents:

- Travel Agent Ticket
- Letter stating information for the private jet
- Cruise line ticket
- Letter stating that you are driving to your destination

_____ You will need two separate payments, one to the U.S. Department of State and one to the Acceptance Agent. The name of the Acceptance Agent will be determined on the day of application. Select either **Passport Book Only or Passport Book and Card**. The Passport Card is **not valid** for International air travel. The Passport Book is **required** for international air travel.

_____ **Passport Book Only - \$178.32** (Check or money order. **Include full name and date of birth in memo line.** Make payable to U.S. Department of State)

_____ **Acceptance Agent - \$35.00** (Check, cash or money order. Name to be determined on date of visit.)

OR

_____ **Passport Book and Card - \$193.32** (Check or money order. **Include full name and date of birth in memo line.** Make payable to U.S. Department)

(The Passport Card is **not valid** for International air travel. The

Passport Book is **required** for international air travel you **cannot** travel with the Passport Card alone.)

_____ **Acceptance Agent - \$35.00** (Check, cash or money order. Name to be determined on date of visit.)

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_____ If one parent on the birth certificate is not available, please have them complete the online form [DS-3053](#) . It must be notarized. It must accompany two copies (front and back) of the parents' drivers license or their passport. Please make sure Notary fills it out correctly.

Global Passport Express Fees

Processing time	Price
5-7 Days	\$500

Global Passport Express provides services on behalf of our clients and is not a government agency. The fees for services provided by Global Passport Express are charged to the client upfront. These fees are not based on whether the various government entities that we work with approve or decline your application. Global Passport Express is not responsible for and has no control over delays caused by any government agency and/or mail delivery service or any other third party that is used in the process. This includes errors and/or omissions by the client on any of the required documents that are required.

Embassy/Consulate fees and timeframes are subject to change without notice and are beyond the control of Global Passport Express. These are the most accurate fees and timeframes available to us at this time. If there are any changes, we will advise our clients upfront during the initial conversation.

Signature: _____

Date: _____