

Applications for Minors Under 16 years of age (see “Required Photocopies” Effective January 2017 on Passport Page)

- Bring completed DS-11 form or you can get one from our office
- All minors must appear in person.
- Both parents need to be present, or child’s legal guardian(s)
- Submit evidence of Child’s original U.S. citizenship, such as a birth certificate.
- Submit evidence that they are the parents or guardian of the child-such as birth certificate
- Parents need to present valid personal identification: Driver’s License, DMV ID Card, or Passport
- Bring one 2 x 2” passport picture of the applicant
- Need Two separate payments: one for the US Department of State and one to the City Of Albany (payment to the Dept. of State must be in form of check or money order, no credit/debit cards, no cash)
- Bring child’s old passport if one has been previously received (AND still need to bring birth certificate)

Birth Certificate issued in California – NOTE: “Abstract of birth” certificates are not acceptable and birth records issued by a hospital are not acceptable

Birth certificates that have a raised embossed seal and have been certified as a recorded birth are acceptable.

IF one parent cannot be present, that parent must fill out a Parent Consent Form, DS-3053, and have their signature notarized with a copy of front and back of ID that was presented to the Notary Public, or present evidence of sole Legal and Physical custody (original court document signed and shows proof of being filed).