8 Steps to Apply for a Child's Passport

1. Complete and print Form DS-11 using our Online Form Filler (print only, do not sign).

2. Find your child's original birth certificate or other evidence of U.S. citizenship.

3. Show Parental relationship (ie. adoption decree or birth certificate).

4. Collect your ID and the ID for the child's other parent/legal guardian.

5. Make front and back photocopies of both the child's citizenship evidence and both your photo IDs.

6. Find an acceptance facility at *iafdb.travel.state.gov*. You, your child, and other parent/legal guardian go to an acceptance facility.

7. Submit all original documents and photocopies to the acceptance facility. Both parents/guardians must approve your child having a passport.

8. Bring the completed, unsigned DS-11 form and pay the fees for your child's passport. Make sure to bring 2 checks. Some (not all) facilities take photos.

Visit *travel.state.gov/passports/children* for more information. Apply for your passport several months prior to travel.