

# REQUIRED DOCUMENT CHECKLIST

Emergency Child U.S. Passport Requirements (Under Age 16)

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**Child Passport Verification Required:** Children under 16 must appear in person at an authorized Acceptance Facility with **BOTH parents/legal guardians**. If one parent cannot attend, a notarized DS-3053 form and photo ID copy must be provided.

## 1. REQUIRED DOCUMENTS

**DS-11 Application Form**

Complete online via the government tool and print single-sided. **CRITICAL: Do NOT sign it yet.** The form must be signed in person before the agent. (Handwritten forms must use black ink).

**Letter of Authorization (LOA)**

Emailed immediately after checkout. Authorizes our courier to submit your child's application.

**ACTION REQUIRED** Print **two (2) copies**. Parents must sign both copies by hand. One copy goes inside the sealed envelope; the second stays outside for the shipping package.

**Proof of U.S. Citizenship & Parental Relationship**

Provide an original or certified copy (returned to you).

**Required:** Long-form Birth Certificate (showing both parents' names), Consular Report of Birth Abroad, or Child's Naturalization Certificate. *Note: A previous passport is citizenship proof but a birth certificate is still required to establish parental relationship.*

**Parents' Valid Photo IDs & Photocopies**

Provide current Driver's Licenses or State IDs for **both parents**, plus a clear front-and-back photocopy of each ID on a single sheet of paper.

**Child's Passport Photo**

One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, filters, or parents' hands visible in the frame. Must be under 6 months old.

**Government Fee (Check or Money Order)**

Personal or cashier's check made out exactly to "**U.S. Department of State**" (write child's full name & DOB on memo line). Cash/credit not accepted.

**Child Passport Book:** \$182.05 (Includes expedited fee + 1-2 day return shipping)

**Child Passport Book & Card:** \$197.05 (Card ships separately via standard mail)

**Proof of Urgent Travel (Within 14-28 Days)**

**ACTION REQUIRED** Provide **two (2) copies** (one inside the sealed envelope, one outside).

• **Air/Sea:** Printed flight itinerary or cruise booking under child's name.

• **Land:** Hotel reservation or a signed statement with destination, travel dates, and crossing plans.

## 2. IN-PERSON IDENTITY VERIFICATION (ADJUDICATION)

Take the child, both parents, and items 1–7 to a local **Passport Acceptance Facility**.

The agent will verify parental consent, witness signatures, and seal items into an **"Adjudication Envelope"**. Ensure one copy of the LOA and one copy of your travel proof are sealed inside.

**CRITICAL: Do NOT open this envelope once handed back to you.** Keep it sealed.

**Book Appointment (Select One):**

- [Option 1: USPS Official Passport Scheduling](#)
- [Option 2: General Facility Search](#)

## 3. DELIVERY & SHIPPING INSTRUCTIONS

Place your **sealed adjudication envelope**, your **extra LOA copy**, and your **extra travel proof copy** inside a secure package. Choose one delivery method below:

### Local Clients (Hand-Delivery)

**Prompt Passport Services**  
2035 W Ritner Street  
Philadelphia, PA 19145

**REQUIRED:** Please call **(215) 397-1135** at least **30 minutes in advance** before dropping off.

### Out-of-Area Clients (Shipping)

**Prompt Passport Services**  
Attn: Eric Mita / Mike Hatzantonis  
2324 S Lambert Street  
Philadelphia, PA 19145

Ship via **FedEx ("No Signature Required")** for immediate processing at our hub.

• **Notification:** Email your tracking number (or drop-off confirmation) to **passportphilly@gmail.com** immediately so our team can expedite submission.