



TORII LEGAL ASSISTANCE

OFFICE OF THE STAFF JUDGE ADVOCATE



GETTING A PASSPORT FOR YOUR MINOR CHILD

Passports for children under the age of 16 require the consent of both parents. When both parents are unavailable to sign the child's passport application (DS-11) in person, the parent must obtain the absent parent's consent on the Statement of Consent or Special Circumstances Form (DS-3053), or explain the special circumstances (same form). This form must be notarized. You can obtain this form and the required notarization at the Torii Station Legal Assistance Office or online at:

http://www.travel.state.gov/passport/forms/ds3053/ds3053_846.html

Please note that a power of attorney may not be used to sign a consent form, and cannot be used to sign a passport application. If the Consular Officer suspects fraud or potential child abduction, the Officer may require additional information or that the other parent appear.

There are times when only one parent is required to sign or consent to the passport; when one parent submits evidence of sole authority to apply. Acceptable evidence may include the birth records listing only the applying parent, a Court order granting sole custody to the applying parent (unless child's travel is restricted by that order), an Adoption decree (if sole adopting parent), a court order specifically permitting applying parent's travel with the child, a judicial declaration of incompetence of non-applying parent or a death certificate of non-applying parent. Of course there are always exceptional cases when the health or welfare of the child is in jeopardy or other special family circumstances. These are cases that may involve the assistance of our legal assistance office and/or the U.S. Consulate or Embassy.

Some documents you should assemble when applying for your child's passport:

Evidence of Child's Relationship to Parents/Guardians

- Certified U.S. birth certificate (with parents' names); or
- Consular Report of Birth Abroad (FS-240) (with parents' names); or
- Certification of Birth Abroad (DS-1350) (with parents' names); or
- Adoption decree (with adopting parents' names); or
- Court order establishing custody; or
- Court order establishing guardianship.

If the parent or guardian has a name that is different than stated on these documents, you must present evidence of a legal name change (e.g. marriage, divorce, court-ordered name change).

Photo Identification

- Valid Drivers License; or
- Valid Military ID; or
- Valid Government ID; or
- Valid U.S. or foreign passport with photo; or
- Certificate of Naturalization or Citizenship with recognizable photo; or
- Alien Registration Card.