

Child Passport Application Checklist

Please read this list of requirements carefully to avoid unnecessary delays in obtaining your child's passport.

All Child Applicants

On July 2, 2001, the Department of State initiated new passport procedures to protect children against international child abduction. Specifically, **both parents must consent in writing to the issuance of a passport to children under age 16**. The following documents are required to demonstrate parental consent:

- A birth certificate, Consular Report of Birth Abroad, or adoption decree to establish the identity of the parent(s) and a copy of the document.
- Valid photo identification for the parents or any other adult accompanying the child and a copy of the identification of both parents.
- The presence of both parents at the interview to sign the application.

OR

The presence of one parent to sign and the notarized* written consent (in English and issued within the past 3 months) of the absent parent submitted with a copy of the absent parent's valid photo identification with signature.

If the document is notarized by a Dominican Notary Public, the signature of the Notary Public in the document needs to be legalized by the District Attorney's Office (Procuraduría General de la República) and subsequently by the office of the Ministry of Foreign Affairs (Cancillería).

OR

The presence of one parent to sign and proof that the absent parent's consent is not required, such as a birth certificate, Consular Report of Birth Abroad, or adoption decree naming only one parent; a court order granting sole custody; or the absent parent's death certificate.

OR

Notarized written authorization (in English and issued within the past 3 months) from both parents for a specific third party to apply for the child's passport, or from one parent in cases where the second parent's consent is not required as noted above

IMPORTANT NOTE: You must provide your Social Security number. Issuance of a previous passport does NOT establish the identity of the parents. Nor does it demonstrate the consent of both parents to the present application. Each passport application for a child under age 16 is considered a separate event and parental consent must be granted anew.

Child Passport Renewal (under age 16)

- The child must be present for the interview.
- The child's birth certificate and a copy, if under age 16.
- The presence of parents OR a Parental Consent form for each absent parent (see above).
- The child's previous passport and one copy on the bio page.
- A completed *but unsigned* DS-11 Application for Passport form.
- Two identical 2" X 2" passport photos, color or black and white, full-face frontal view, white or off-white background, taken in the last 6 months. The ACS Unit now offers a photo service that can take passport photos for U.S. passport applications only. This photo service is being offered within the waiting area at the Consulate. Please note that this is simply another option as part of our effort to improve service. It is not mandatory that you obtain your photo at the Consulate; you may still obtain passport photos prior to coming to the Consulate.
- US\$85 child passport issuance (or the equivalent in Dominican pesos), plus a \$12.00 or \$16.00 fee for the courier service to deliver the passport (depending on whether the passport is to be delivered within the city of Santo Domingo or to any other city of the country).
- Photos showing the child in the years since the issuance of the previous passport.

First-time Applications

For children born in the United States who are applying for their first U.S. passport, parents must provide a copy of the child's Social Security card and extensive evidence of the birthplace, identity and citizenship of the child, including but not limited to the following:

- Proof the child's United States citizenship, such as a birth certificate, consular report of birth abroad, or naturalization certificate and a copy.
- Medical records and photos documenting the mother's pregnancy and the birth of the child in the United States.
- Family photos from the child's infancy to the present, especially photos in the United States.
- Child's medical and school records, as appropriate.

As with a Passport Renewal, fees of US\$85 (or equivalent in Dominican pesos) plus a \$12.00 or \$16.00 fee for the courier service to deliver the passport (depending on whether the passport is to be delivered within the city of Santo Domingo or to any other city of the country), Parental Consent, and two identical 2" X 2" passport photos are required.

Abandoned Cases

If your passport application is not approved during the first interview, the Consular Officer will explain what further information or evidence is needed. You must return to the Consular Section to continue your case or contact us to express your continued interest within six (6) months of your first interview. Otherwise, your case may be declared abandoned and closed. The fees for any consular service are valid for a maximum of one year. If your case is not completed within one year of the date of payment, then you will have to pay the fees again, including any increases in the fees that may have occurred during that year. Contact us by mail, phone, fax or e-mail at American Citizens Services Unit, Consular Section, United States Embassy,

César Nicolás Péñon esquina Ave. Máximo Gómez, Santo Domingo, Dominican Republic, telephone: (809) 221-2171, fax: (809) 689-6142, e-mail: acs.santodom@state.gov.

We are closed on all Americans and Dominicans holidays, and on one (1) Wednesday and one (1) Thursday of every month.

PASSPORT APPLICATIONS ARE ACCEPTED ON MONDAYS & WEDNESDAYS from 7:30 – 9:30 a.m. at the lobby of the American Citizens Services office of the Consular Section. Applications are accepted by appointments only. To make your appointment call 809-731-4468 Monday thru Thursday, from 1:00 to 3:30 p.m.