

U.S. Passport Photograph Acceptance Guide

Children's Photos Addendum

This Children's Photos Addendum documents specific conditions that make taking passport photographs of children and infants challenging. These conditions are in addition to the base requirements of the U.S. Passport Photograph Acceptance Guide, e.g., quality and composition, lighting, head size and position, pose and expression.

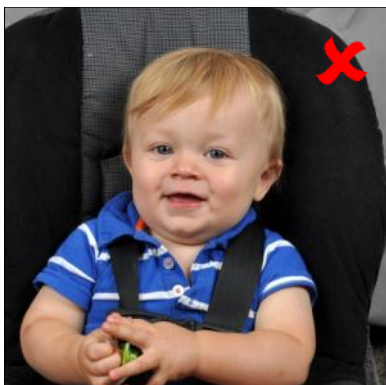
This addendum helps passport photographers and Passport Acceptance Facility staff ensure that children's photos are of acceptable quality and that the photos are free of common defects that may cause processing delays.



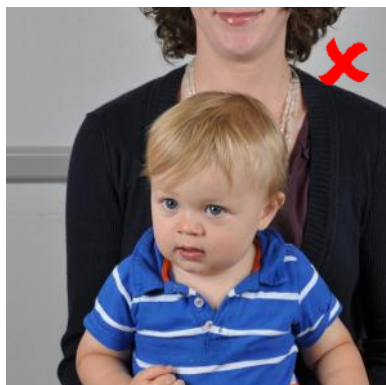
Tips for photographing an infant or very young child

- ⇒ Place the child in a car seat or on his/her back on a blanket to ensure his/her head is supported.
- ⇒ Use a white/off-white blanket or sheet to provide a proper background.
- ⇒ Ensure the child's eyes are open and the child is facing the camera.
- ⇒ Ensure there are no shadows on the face.

Background is not plain
or white/off-white



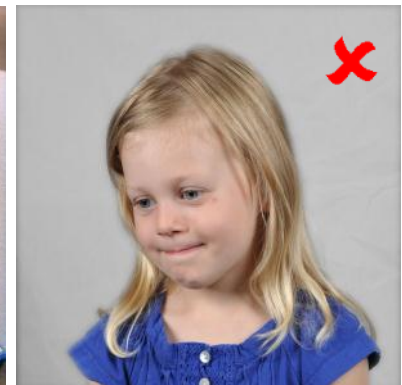
More than one
person in photo



Face is obscured



Not facing the
camera



Requirements for Accepting an Application for a Minor

Below is a quick guide for accepting and executing passport applications for minors (individuals under 16 years of age). It is not inclusive. Please refer to the Passport Agents' Reference Guide (PARG) for details and additional information.

Basic information:

- Minors under age 16 **must** apply in person.
- All minors regardless of age, including newborns and infants, must have their own passport when traveling internationally by air.

What is needed to accept an application for a minor?

1. **A completed form DS-11 "Application for a U.S. Passport"**
2. **Child's evidence of citizenship** (see page 107–109 of the PARG):
 - Previously issued, undamaged, full validity (5 year) U.S. Passport
 - A certified birth certificate issued by the U.S. city, county, or state — parents' names should be listed.
 - Consular Report of Birth or Consular Certification of Birth
 - Naturalization Certificate or Certificate of Citizenship
3. **Evidence of Relationship between Child and Parent(s)/Guardian(s)** (see page 109 of the PARG)
 - The minor's certified U.S. or Foreign birth certificate with both parents' names
 - The minor's Report of Birth Abroad with both parents' names
 - Adoption Decree with adopting parents' names
 - Certified Court Order establishing custody
 - Certified Court Order establishing guardianship
4. **Identification of Parent(s)/Guardian(s)** (see page 110 of the PARG)
 - Parent(s)' / Guardian(s)' undamaged U.S. passport (issued within last 10 years)
 - Parent(s)' / Guardian(s)' Naturalization Certificate (issued within last 10 years)
 - Parent(s)' / Guardian(s)' valid drivers' license
 - Parent(s)' / Guardian(s)' valid government employee or military ID
5. **A copy of identification (front and back) from each parent/guardian** (see page 110 of PARG)
6. **Parental Consent** (see page 111 of the PARG)
 - **Both Parents:** must appear in person with the minor and sign the DS-11 as part of the application execution
 - **One Parent:** must appear in person with the minor and sign the DS-11 as part of the application executions. A Statement of Consent (Form DS-3053) from the second parent should be submitted
 - **One Parent (with sole legal custody):** must appear in person with the minor and sign the DS-11 as part of the application executions. Evidence of sole authority to apply for the minor should be submitted:
 - Minor's certified U.S. birth certificate, certified foreign birth certificate, or Consular Report of Birth Abroad (DS-1350) listing only the applying parent; or
 - Court order granting sole custody to the applying parent; or
 - Adoption decree (if applying parent is sole adopting parent); or
 - Court Order or power of attorney permitting applying parent or guardian to apply for the child's passport; or
 - Judicial declaration of incompetence of non-applying parent; or
 - Death certificate of non-applying parent
 - **A Third Party (in loco parentis applying on behalf of a minor under the age of 16):**
 - A notarized written statement or affidavit from both parents or guardians authorizing a third party to apply for a passport. When the statement/affidavit is from only one parent/guardian, the third party applying on behalf of the child must present evidence of sole custody for the authorizing parent/guardian
7. **Passport Fees** (see page 117–119 of the PARG)
8. **One acceptable passport photograph** (see page 114–116 of the PARG and reverse side of this guide)