

To apply for a **MINOR** passport (child under age 16), appointments are required. Appointments can be scheduled by calling 766-2231 ext. 31 or ext. 36

You must bring the following to your child's appointment:

- Completed application form(s)** (DS-11) (Do NOT sign yet)
- One passport photo of the child**
- Evidence of Child's US Citizenship, original, NOT a copy**
(birth certificate or previous US passport)
Note: if child born outside the US, other documents will be required (see attached)
- Evidence of Child's relationship to parents/guardian**
(birth certificate, adoption decree, court order, etc.)
- Parental Permission**
Both parents must appear **OR** documentation must be provided that gives the other parent's consent or the reason there's only one parent --- See passport website at: http://travel.state.gov/passport/get/minors/minors_834.html#step7minor for more information.
- Photo Identification of Parents/Guardians** (usually Driver's Licenses)
- Old Passport and/or Passport Card must be submitted with application**
- Fees:**
 - **\$25 per application Execution Fee**
 - Made out to "Haines Borough"
 - Cash or check/money order
 - No credit or debit cards
 - **\$80 Passport Book AND/OR \$15 Passport Card**
 - Made out to "Department of State"
 - Check or money order
 - No cash, credit or debit cards
 - **Renewal prices are the same**
 - **Optional Service Fees:**
 - File Search Fee: \$150
 - Expedite Processing Fee: \$60
 - Overnight Delivery Return Fee (Passport Book Only): \$14.85