

# MINOR PASSPORT REQUEST FORM

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## **APPLICANT'S INFORMATION:**

Last Name (Traveler 1): \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name (Traveler 2): \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Return Documents to:** ☐ Home or ☐ Business (Name & c/o): \_\_\_\_\_

**PHYSICAL** address (No P.O. Boxes): \_\_\_\_\_ Apt/Ste#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Services Requested:** New/Minor: ☐ Renewal: ☐ 2<sup>nd</sup> Passport: ☐

**Date you need your passport:** \_\_\_\_\_ **Date you depart the U.S.:** \_\_\_\_\_

**Countries to be visited:** \_\_\_\_\_

**Do You need Visas:** ☐ Yes ☐ No

**Optional LIFETIME Passport Replacement insurance: \$29.99 per passport:** in the unlikely event that your passport is lost or damaged, Genvisa will arrange for expedited passport replacement in the United States. Please see the Passport Insurance page for details (included in the visa kit) and choose one of the boxes below.

☐ Yes, I have added an additional \$29.99 per person for the Lifetime Expedited Passport insurance.

☐ No, I decline the Lifetime Expedited Passport Replacement insurance.

**How did you find out about our service? (Please be specific):** \_\_\_\_\_

## **Payment Method:**

**Check to GenVisa: (\$399 7-10 business days\*\*\*/\$499 3-5 business days \*\*\*)** ☐ # \_\_\_\_\_  
\*\*\* from the date of submission to the State Department, based on the appointment availability

**Check to the US Dept of State: (\$179.53\*Minor/209.53\*Adult/\$239.53\*\*):** ☐ # \_\_\_\_\_  
\*Government fee includes expedited (1-2 day) delivery fee of \$19.53 (recommended)

\*\* Government fee includes the U.S. Passport Card

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Mail materials to:  
**GENERATIONS VISA SERVICE**  
**2233 WISCONSIN AVE N.W. #405**  
**WASHINGTON D.C. 20007-4119**  
**1-800-845-8968**



# Minor Passport (Sealed Envelope) Checklist

## **DS-11 Form, New Passport Application submitted ONLINE.**

- ☐ The form **MUST be filled in and printed out online**. Please [CLICK HERE FOR THE FORM](#). Hand-written forms, as well as hand-written corrections, are not allowed for third-party submissions. **Don't sign the application form until the Passport Acceptance Agent instructs you to do so.**
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## **Two Identical Passport Photos**

- ☐ Include TWO (2) identical professionally taken passport photos, 2"x2", on completely white background. No glasses or hats.
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## **Proof of US citizenship**

- ☐ – Original or a certified copy of US birth certificate; or  
– Certificate of Citizenship or Naturalization from USCIS.
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## **Proof of relationship**

- ☐ – Certified U.S. birth certificate (with parents names); or  
– Report of Birth Abroad (Form FS-240) (with parents names); or  
– Adoption Decree (with adopting parents' names); or  
– Court Order Establishing Custody; or Guardianship.
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## **Proof of Parental Identity**

- ☐ – Valid Driver's License issued more than 6 months ago  
– Valid U.S. Government-issued or Military ID  
– Valid U.S. or Foreign Passport with recognizable photo  
– Naturalization/Citizenship Certificate from USCIS with recognizable photo  
– Alien Resident Card from USCIS
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## **Letter of Authorization**

- ☐ **Signed by both parents or legal guardians on behalf of each minor.** Check appropriate boxes (1 & 2). Write the minor's full name in the Applicant's field. On the signature line, sign your name and write Mother/Father next to the signature.
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## **Travel Itinerary**

- ☐ **a.** Copy of a plane ticket, or travel itinerary with the applicant's name showing dates and flight information for a departure within 14 days.  
**b.** Personal statement, addressed to the US Department of State, Passport Agency, explaining personal reasons for expedited processing within 14 days.
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## **US Department of State Fees**

- ☐ Check or Money Order payable to "US Department of State" in the amount of:  
**\$179.53\*Minor/209.53\*Adult/\$239.53\*Adult & Passport card**  
\*Government fee includes expedited (1-2 day) delivery fee of \$19.53 (recommended)  
\*\* Government fee includes the U.S. Passport Card
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**\$35.00 Execution fee, which you will pay to the Acceptance Agent**

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## **Generations Visa Service Fee**

- ☐ Personal check or Money Order made payable to GenVisa in the amount of **\$399 7-10 business days\*\*\*/\$499 3-5 business days \*\*\***  
\*\*\* from the date of submission to the State Department, based on the appointment availability.
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