

Tips for a Minor Passport Age 16 and under

1. Minor Passport must be applied for in person—online applications for minors are not available. Both parents and the child must be present at the time of the application. If one parent cannot be present, you will need to have a notarized DS3053 form from the absent parent.
2. In planning for a passport, know that it will take 6-8 weeks to receive after you apply.
3. Be prepared to have the following documents at the time of application:
 - Child's birth certificate (both the original as well as a photo copy). It will be mailed back to you with the final passport.
 - You do not need to present your child's social security card, however, you will need to know their social security number for the application.
 - A photo copy of both parents' driver's licenses (front and back). Keep in mind you will be asked to present both ID's with the copies to confirm their authenticity.
 - A passport photo of child. Costco is the most inexpensive, but you can also go to Walgreens. (approx. \$5-\$15)
 - Although the City Clerk fee may be paid in cash, you will need a check payable to US DEPT OF STATE. Fees are dependent on whether you are applying for a passport card or book. To be safe you can bring two blank checks.
4. The Chandler Passport office is open Mon - Fri from 8am-3pm. You can call them with any questions at 480-782-2180.