

ARROWOOD LAW

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Passport Correction/Application Checklist (Minors 15 and Under)

Both parents and the child must go in person to a Passport Acceptance Facility (find one [here](#)). If the clerk won't accept something, ask to speak with a supervisor.

The State Department no longer requires a doctor's letter or any proof of treatment to change the gender marker on a passport and you can simply check off the appropriate box. X designations are now available on U.S. passports.

- Completed form [DS-II](#) (also available at the post office). You must use this form even if the minor already has a passport. Fill out using the minor's new name and gender. **Do not sign until in front of the passport agent.**
- One new 2 x 2 color passport photo.
- The minor's current passport (if they have one).
- Photo ID for both parents.
- Photocopy (single-sided) of the *front and back* of each parent's photo ID.
- Certified copy of the minor's birth certificate. (Not necessary if you are submitting an existing passport. It will be returned to you. It can be in the old name and gender.)
- Certified copy of the minor's name change order.
- Check or money order made out to the U.S. Department of State - \$110 for a passport book, \$140 for a passport book & passport card.
- \$35 execution fee (can usually use credit/debit card, cash, money order, or personal check payable to the acceptance facility; you can take a blank check if you are unsure).

If no parent can go in person, the application should contain the following:

- Notarized consent form [DS 3053](#) from the other parent (attached); and
- Photocopy of the front and back of that parent's photo ID.

Visit https://travel.state.gov/content/travel/en/passports.html/get/get_4855.html for more information.