Rush Child Passport Detailed Requirements

Complete the following necessary steps to ensure complete processing of your paperwork. Once you have gathered the documents below, the final step is sending your application materials to our processing center. During this entire process, a passport specialist (your dedicated account manager) will be in contact with you to ensure you understand the requirements and the process. Give us a call at 1-800-860-8610 with any questions you may have about your passport application.

1. Required Documents
   - Completed Passport Application (DS-11)
   - New Passport Confirmation Form
   - Proof of Relationship to the Minor Applicant
   - Proof of U.S. Citizenship
   - Parents Proof of Identity
   - Passport Photographs
   - Letter of Authorization
   - Proof of Departure
   - Fees

2. Acceptance Agency
   Visit a Local Passport Acceptance Facility
   Once you have gathered the documents specified above, you’ll bring them to a Passport Acceptance Facility to have them authenticated and placed inside a sealed envelope by a Passport Acceptance Officer. This sealed envelope is your application and is what you’ll send to us for expediting. Please make sure your name, Date of Birth, Departure Date, and Date of In-Person Appearance are written on the outside of the envelope. Your extra DS-11, extra Letter of Authorization, extra Proof of Departure, and New Passport Confirmation Form should NOT be sealed in this envelope.
   Please click here for detailed instructions on the Passport Acceptance process.

3. Ship Documents
   1.) Place the above mentioned documents in a FedEx Letter.

   Passports and Visas.com
   Attn: rush Processing
   6312 S. Fiddlers Green Circle, Suite 210E
   Greenwood Village, Colorado 80111

   The expected processing time for this passport application is 8 business days.

   Please note that processing times, fees, and requirements are based on government rules and are subject to change without notice.
1. Gather US Passport Application Documentation

1.1 Completed Passport Application (DS-11)

Complete and print the DS-11 application online at [https://pptform.state.gov/](https://pptform.state.gov/), and make a COPY to send to us. Handwritten passport applications will NOT be accepted by the US Department of State.

1. Click SUBMIT under Apply Online. The Passport Application System will then ask you a series of questions regarding your passport application.

2. Fill in where appropriate. Please select the following options under Passport Product and Fees (You will NOT be asked to pay any of these fees electronically; you will simply be advised of what you should expect your fees to be):

1. Passport Options: Passport Book, 52 page recommended ($80-110)
2. Processing Methods: Expedited at Agency Service ($60)
3. Delivery Methods: Standard Delivery (FREE)

3. Click next for printing instructions. Click “Create Form” at the bottom/end. Create Form will launch Adobe Acrobat Reader with your DS-11 application pre-filled.

4. NOTE: The application MUST be completely filled out online and printed.

5. REQUIRED: Social Security Number MUST be entered on application. If you have never been issued a SSN, please submit a signed statement. You may view a sample statement here.

6. NOTE: Please verify the application will have two barcodes, one on the left side and one on the bottom right side.

7. REQUIRED: Make a COPY of the DS-11. The copy will need to be attached to the outside of your sealed application envelope (Step 2).

8. NOTE: Please do not sign the DS-11 until you are instructed to during STEP 2 (Authorization).

9. REQUIRED: The sealed envelope (obtained after Step 2) should have the date of sealing clearly noted on the outside of the itself. The Acceptance agent may use a dated stamp on your envelope, however if they do not, please request they mark your envelope clearly with the date of sealing.

1.2 New Passport Confirmation Form

Please print and complete one New Passport Confirmation Form to be included in your package shipping to Passports and Visas. This form should be attached to the OUTSIDE of your sealed envelope of application materials following STEP 2 (Authorization).

Place close attention to the line labeled: Date of Application Authorization This is the date that you made your in-person appearance. This MUST be noted on this form and/or clearly noted on the sealed envelope itself (as explained above under #9)

1.3 Proof of U.S. Citizenship

To prove your US Citizenship, you must provide ONE of the following:

1. Original Certified Birth Certificate issued by city, county or state (We strongly recommend a Long Form Birth Certificate which lists BOTH parent’s names) AND a copy of the birth certificate OR;
2. a previous US passport book/card OR;
3. If you were born outside of the United States, you’ll need to provide a naturalization certificate or additional requirements for Proof of Citizenship for those born outside the US.

NOTE: A copy of your Birth Certificate will be required along with your original.

NOTE: If your previous 10-year passport and/or passport card is damaged or mutilated, please include a signed, DETAILD statement explaining the condition of your passport book/card. The damaged/mutilated passport book/card will be retained and destroyed by the US Department of State.
1.4 Proof of Relationship to the Minor Applicant

To provide the parent’s or guardian’s relationship to the applicant, ONE of the following will need to be submitted in original or certified copy form.

1. Certified US Birth Certificate of the applicant (with parent’s names) OR;
2. Certified Foreign Born Birth Certificate of the applicant OR;
3. Report of Birth Abroad of the Applicant OR Adoption Decree of Applicant (with adopting parent’s names) OR;
4. Court Order Establishing Custody or Guardianship of the Applicant.

1.5 Parents Proof of Identity

Both parents should appear with the child applicant for an in person appearance with an acceptance agent (Step 2).

Each parent or guardian will be required and show a valid driver's license with photo that must have been issued greater than 6 months ago.

Make sure the acceptance agent (Step 2) makes a copy and notes on the DS-11 that you presented your ID.

NOTE: If only one parent can appear with the child applicant, the parent making the appearance must submit the second parent’s written, signed and notarized Statement of Consent (DS-3053) (click here)

NOTE: If either parent has had a legal name change since the document proving relationship to the minor was issued (example, parent’s last name on driver’s license does not match parent’s name as listed on child’s birth certificate), then parent must also provide original documentation for this legal name change.

1.6 Passport Photographs

You must provide two identical, recent 2 x 2 passport style photographs in color, front view and with a plain/white background. You can obtain passport photos at a local drug store (Walgreen’s, CVS) or consult Google for “passport photos” in your area.

US Passport Photo Requirements:

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- Be sized correctly
  1. 2 x 2 inches (51 x 51 mm)
  2. Head must be between 1 - 1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed in color on matte or glossy photo quality paper
- You cannot wear glasses.
  1. If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- You cannot wear a hat or head covering.
  1. If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customary or required to be worn continuously in public.
  2. If you wear a hat or head covering for medical purposes, submit a signed doctor’s statement verifying the hat or head covering in your photo is used daily for medical purposes.
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.
1.7 Letter of Authorization

You’ll need to print and completely fill out two copies of the Passport Processing Letter of Authorization (click here) (included via the link). This allows us to act as an agent on your behalf.

Please NOTE:
1. (Click here) Complete the Processing Letter of Authorization form in BLUE ink
2. Check the two top boxes/circles authorizing us to submit your application
3. Write the applicant’s full name on the APPLICANT NAME line
4. Write today’s date on the DATE line.
5. Write “Passports and Visas” on the COURIER COMPANY NAME line
6. Make sure to sign at the bottom

NOTE- For NEW PASSPORT (DS-11) ONLY: One Letter of Authorization should be sealed in your application envelope in Step 2. One Letter of Authorization should be included on the outside of your sealed envelope in the package you are sending to Passports and Visas for processing.

You may view a SAMPLE Letter of Authorization. Click here.

1.8 Proof of Departure

You must provide a copy of ONE of the following:
1. Your foreign travel plane ticket • Your printed travel itinerary showing foreign travel
2. If this is a business trip, you may present a business letter from your employer.

NOTE- For NEW PASSPORT (DS-11) ONLY: Please make a copy of your Proof of Departure to include outside of your sealed envelope in the package you are sending to Passports and Visas for processing.

1.9 Fees

Make One check payable to "US Department of State" for $140 (this is the government processing fee).
1. Be sure to include your date of birth on the check.
2. Starter checks and 3rd party checks will NOT be accepted and will cause delays.

Our Service Fee is $249
2.1 Acceptance Agent - Verify Documents

Verify that you have collected the following documents prior to visiting the acceptance agent (Post Office or Clerk of the Court):

1. Passport Application Form (completed online)
2. Proof of Citizenship
3. Proof of Identity
4. Two Passport Photographs
5. Passport Processing Authorization Letter (click here)
6. Proof of Travel (Itinerary)
7. $140 Check to US Department of State + $25 Fees for the Acceptance Agent.

2.2 Acceptance Agent - Authorization

Bring all of the above original documents to a Passport Acceptance Facility (click here) and notify the agent that you are using an expediting service to "hand carry" your application. Child applicants must be present with legal guardians for this in-person appearance.

Most facilities are open Monday to Friday, 9am to 4pm. Click here to find a convenient Passport Acceptance Facility. The acceptance agent will take about 10 minutes to go through the following steps:

1. To verify identity, the agent will request your proof of identity.
2. The agent will ask you to sign your passport application (DS-11) and then sign and seal it themselves.
3. The agent will seal all documents in an envelope and "stamp it".
4. Please attach your New Passport Confirmation Form, your extra DS-11 copy, extra Letter of Authorization, and extra Proof of Departure to the outside of your sealed application envelope.

Make sure the agent returns the sealed envelope to you. This envelope contains your application and will be sent to us. Do NOT open the sealed envelope, as it will render it invalid.

Please make sure your name, Date of Birth, Departure Date, and Date of In-Person Appearance are written on the outside of the envelope.

Do not seal our order confirmation or check to Passports and Visas.com in the envelope.

Please click here for detailed instructions on the Passport Acceptance process.
3.1 Place the above documents in a Fedex Envelope

3.2 Send the Application to us via FedEx

Please Note: If you paid for an inbound shipping service your account manager will contact you to provide a FedEx shipping label via email to send us your completed application. Send the Overnight Envelope (Fedex, UPS, etc) to us at:

Passports and Visas.com
Attn: rush Processing
6312 S. Fiddlers Green Circle, Suite 210E
Greenwood Village, Colorado 80111

Samples

Sample Letter of Authorization