



PASSLANE — FREE GUIDE

The Child-Passport Checklist for Parents

Keep your family trip on schedule with a child's passport done right.

Use this free checklist to see what most parents need for a U.S. child passport, what steps usually take the most time, and when you can apply directly with the government or ask Passlane to match you with an independent private expediter.

What this checklist covers

A child passport application usually needs more planning than an adult renewal. Children under 16 generally must apply in person using Form DS-11, and both parents usually need to appear or provide consent. This checklist helps you gather the common items before your appointment so you can avoid delays.

It covers the basics many families ask about:

the child's proof of U.S. citizenship

proof of the parent or parents' relationship to the child

How to use the checklist

Start by confirming which application path fits your child. For most first-time child passports, the route is DS-11 in person at a passport acceptance facility. If your child is under 16, both parents generally need to be there, unless one parent provides the required consent form or other accepted documentation. If you are unsure what documents to bring, see the full [\[passport documents checklist\]\(/guides/passport-documents-checklist/\)](#).

Then review timing. Routine service usually takes about 4 to 6 weeks, and expedited service usually takes about 2 to 3 weeks, plus mailing time. Faster options may be available in urgent situations, such as travel within about 14 days, but availability depends on the government. Only the government decides issuance and timing. For a simple overview, see [\[timelines and fees\]\(/timelines-and-fees/\)](#).

Keep fees separate in your mind. There is an official government application fee and any official expedited government fee if you choose that option. Those amounts are separate from, and not included in, any private expediter's service fee. You can always apply directly with the government yourself at no service charge beyond the official government fees. Confirm current government amounts on the official government website before you go.

If you want help finding a private company that may courier and hand-carry eligible paperwork, you can use [\[Get matched\]\(/get-matched/\)](#). Passlane matches you at no cost to you with an independent

private passport or visa expeditor. The site only collects basic contact and request details. Do not send Social Security numbers, passport numbers, or scanned documents through the site forms.

Download and next steps

Use the checklist as a print-friendly planning tool. Mark each item before you book travel if you can. Families often lose time on missing consent papers, photo problems, or bringing the wrong citizenship document. A simple checklist can help you catch those issues early.

Before your appointment, make sure you have:

the correct unsigned form, if required for your appointment type

your child's citizenship evidence

Your checklist

- Apply in person using Form DS-11 — children under 16 cannot renew by mail
- Bring the child (they must appear in person)
- Both parents/guardians generally must appear, or provide proper consent
- Child's proof of U.S. citizenship (certified birth certificate)
- Both parents' IDs and photocopies
- Evidence of the parental relationship to the child
- One compliant child passport photo
- Correct fees; an expeditor's service fee, if used, is separate

Important

Passlane is an independent private company and a free matching service. We are NOT the U.S. Department of State, the National Passport Information Center, USCIS, or any embassy or consulate, and we are NOT affiliated with or endorsed by any government agency. We do not issue passports or visas, do not process government applications, and do not give legal or immigration advice. You can always apply directly with the government yourself at no service charge; official government fees are separate from any private expeditor's service fee. Always confirm current official fees and requirements on the official government website. This guide is general information, not legal advice.