



U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

Emergency Passport for Minors

- If your passport was stolen or lost and you are scheduled to leave shortly, you can request an emergency passport.
- You do not need an appointment to apply for an emergency passport.
- **Emergency Passports are only approved under special circumstances and are valid for one year maximum.** Normally we will not be able to issue an emergency passport during the weekend or on Holidays; however you can come any time during working hours.

Please be informed that a **SOCIAL SECURITY NUMBER IS REQUIRED** in order to process the passport. If you have never had or applied for a social security number, you may either apply for a social security number at the same time as you apply for your passport or Consular Report of Birth Abroad or you will be required to submit a declaration under penalty of perjury that you were never issued a social security number.

Replacement passports are normally valid for a full ten years for adults and five for children. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip.** Once you return home, you can turn in your emergency passport and receive a full-validity passport without paying any extra fees within one year.

The U.S. Embassy in Guatemala may **only** offer **walk-in** emergency passport services if you have travel plans within the next two weeks. Please provide proof of travel.

Minors Under 16 Years Old

When you come to the Embassy please present the following documents to speed up your process.

- Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- Proof of U.S. Citizenship (if possible).** The most common evidence of citizenship is at least one of the following:
 - U.S. Birth Certificate (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).

- Certification of Birth Abroad (Form DS-1350).
- Certificate of Citizenship from DHS.

NOTE: Social security card is NOT proof of citizenship.

- Proof of identity (if possible).** Common identity documents include:
 - School identification card.
 - School diploma.
 - Residency card.
 - Acceptable proof is any government/official document with **both name and picture.**

NOTE: A birth certificate is NOT proof of identity.

- If the previous passport was lost or stolen:**
 - [DS-64 Statement Regarding a Lost or Stolen Passport](#) (may be completed at time of application).
 - **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.

- Proof of Travel** (Travel Itinerary, airline tickets).

- One color passport **photo**, 2” X 2” on a white background. Check photo requirements.

- Fee payment:

- Emergency passport **fee** is U\$105 for minors.
- It can be paid in cash (in Quetzales or US dollars) or with a credit card.
- **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED CURRENCY.**
- If you are paying with cash, please bring exact change.

- A series of pictures that show the changes in the applicant’s physical appearance since their last passport photo.

- Both **parents must appear with the child and sign the application:**

- If only one parent is present:**

- The applying parent must submit a signed notarized statement or [DS-3053](#) in English from the non-applying parent consenting to the passport issuance.
- A copy of a valid government ID of the non-applying parent.

or

- Primary evidence of sole authority to apply, such as:
 - Birth certificate that lists only the applying parent.
 - Death certificate of the non-applying parent.

- Court order of sole custody.

If no such evidence is available, the applying parent should submit a signed notarized statement in English or [DS-5525](#) that includes the child's name and date of birth, explaining in detail why the non-applying parent's consent cannot be obtained.

- If neither parent is present, please bring:**
 - Notarized written statement or [DS-3053](#) for both parents
 - Copies of both parent's valid government ID.
 - Affidavit in English signed by both parents authorizing a third-party to apply for a passport must be submitted.
- Original long form of birth certificate** that includes the names of the child's parents.
- Proof of identity for both parents or the authorized third party.** Any valid government official document with both name and picture.

Do not miss your flight!!!
Most of the emergency passports are issued the same day.
If you have no access to a computer you can complete the forms at the Embassy.