



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

Passport Renewal for Minors Under 16 Years will be Processed By Appointment Only

To make an appointment
go to <http://guatemala.usembassy.gov/uspassportappointments.html>

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

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.

Minors Under 16 Years Old

You qualify for a Passport Renewal Process if your case meets the following conditions:

- You have with you your U.S. passport book and/or U.S. passport card.
- Your most recent U.S. passport book and/or passport card was issued less than 15 years ago.
- Your most recent passport has not been lost, stolen, mutilated, or damaged.

NOTE: if some of these conditions are not met, you should follow the same procedures as if your case was a First Time Passport Issued.

The day of the appointments applicants should bring:

- Passport application forms filled out online and printed (DS-11). Go to: <https://pptform.state.gov/>
- Current passport. If your current passport is unavailable, please read instructions for lost or stolen passport.
- One (1) color passport **photo**, 2" x 2" on white background. Check photo requirements

- 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 and the authorized third party.** Any government official document with both name and picture.
- Fee payment (to pay at U.S. Embassy):
 - Renewal 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.

Passport applications are sent to the United States for printing, and take approximately **ten calendar days to process**. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick up note indicating when your passport is ready to be picked up at the American Citizen Services Unit.