



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

First Time Passports for Minors will be Processed by Appointment Only

To make an appointment go to

[Appointment system](#)

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 will be required to submit a declaration under penalty of perjury that you were never issued a social security number (this document will be provided at the Embassy upon your arrival).

Minors Under 16 Years Old

The day of the appointment applicants should bring

- Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- Proof of U.S. Citizenship.** 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.** 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.

Documents to present evidence of the child's birth in the United States and the parents' presence in the United States around the date of birth of the child:

- Work authorization cards.
 - Department of Homeland Security (DHS) records.
 - Rental contract.
 - Tax documents.
 - Social security records.
 - Driver's license or Consular ID.
 - Insurance records.
 - School records.
 - Cable bill and/or cell phone bill.
 - Family photos in the United States.
 - Hospital records from the birth of the child in the United States.
 - Photos of the birth in the United States.
- Original long form of birth certificate** that includes the names of the child's parents.
- One color passport photo, 2" X 2" on a white background.** Check **photo** requirements.
- Fee payment** (to pay at U.S. Embassy):
- First time passport **fee for minors** is US\$115.
 - It can be paid in cash (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.
- Proof of identity for both parents or the authorized third party.** Any government official document with both name and picture.
- In case that one or both parents are unable to sign, they will be required to bring a previously known witness and fill out form **DS-71**. We are not able to accept fingerprints as a substitute of signature.
- 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 form **DS-3053** in English from the non-applying parent consenting to the passport issuance.
 - A copy of a valid government ID that the non-applying parent provided at the time of having the form DS-3053 notarized.
- 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 form [DS-3053](#) from each parent
- Copies of both parent's valid government ID provided at the time of having the form DS-3053 notarized.

To make an appointment go to

[Appointment system](#)

Passport applications are sent to the United States for printing, and take approximately **ten business 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 will ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).