



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

**Replacement of an Emergency Passport For Minors Under 16 years old  
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).

If you have an emergency passport and you have already paid a fee for it and this passport was issued **within one year**, you can replace your passport with the same fee without extra cost. If your emergency passport expired and was issued more than one year ago, or you did not pay the fee of an emergency passport you need to pay a fee and proceed as if it was a [Passport Renewal for Minors](#)

Replacement of an Emergency Passport Issued a Year Ago for Minors (Under 16 Years Old):

The day of the appointment you need to bring:

- Passport application **form DS-5504** filled online and printed. To complete online go to: <https://pptform.state.gov/>
- Proof of U.S. Citizenship:** submit your emergency passport.
- Proof of identity:** submit your emergency passport.
- One color passport photo, 2” X 2” on a white background.** Check [photo](#) requirements.
- Proof of identity for both parents and 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.

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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 be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).