

# Passport Best Practices

Students should apply for a **Passport BOOK** when completing the application process.

Here's what you need to bring to your passport appointments (Refer to [State Department Guidance Here](#)):

- Birth Certificate (original or certified physical copy along with a photocopy)
- Proof of Citizenship (if you were not born in the U.S.)
- Documentation from Parent/Guardian to establish connection to the student:
  - For example, the student's birth certificate listing the parents
  - Other acceptable documents include:
    - The student's foreign birth certificate with parents listed
    - Adoption decree
    - Divorce or custody decree
    - A court order
- Parent proof of ID (along with a photocopy of both sides of the ID):
- Valid or expired, undamaged U.S. passport
- Valid Texas driver's license
- Certificate of Naturalization or Citizenship
- Current, valid foreign passport
- U.S. Permanent Resident Card





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Both guardians of the student should plan to attend the passport meeting. If both parents are not able to attend, additional documentation will be required:

- **Sole legal authority**

- Divorce decree or other custody decree showing sole legal custody
- Certified copy of the student's birth certificate with only one listed parent
- Certified copy of the student's adoption decree with only one listed parent
- Certified copy of the judicial declaration of incompetence of the parent who is not present
- Certified copy of the death certificate of the parent who is not present





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Students should apply for a **Passport BOOK** and should **NOT** complete the expedited application process.

- **One parent unable to appear**

- The parent that is unable to be present must fill out [Form DS-3053](#) in the presence of a certified notary public and submit a front-and-back photocopy of the ID they presented to the notary public

- **One parent cannot be located**

- Submit [Form DS-5525](#) Statement of Exigent/Special Family Circumstances
- Additional evidence will be needed:
  - Custody order, incarceration order, or restraining order
- If one parent cannot appear because they have been deployed by the military, that parent should provide a notarized [Form DS-3053](#)

- **Neither parent able to appear**

- A third party may apply for the student's passport with a [Form DS-3053](#) Statement of Consent or a notarized statement from both parents or guardian(s) giving the third party permission to apply for the student

