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



PASSPORT

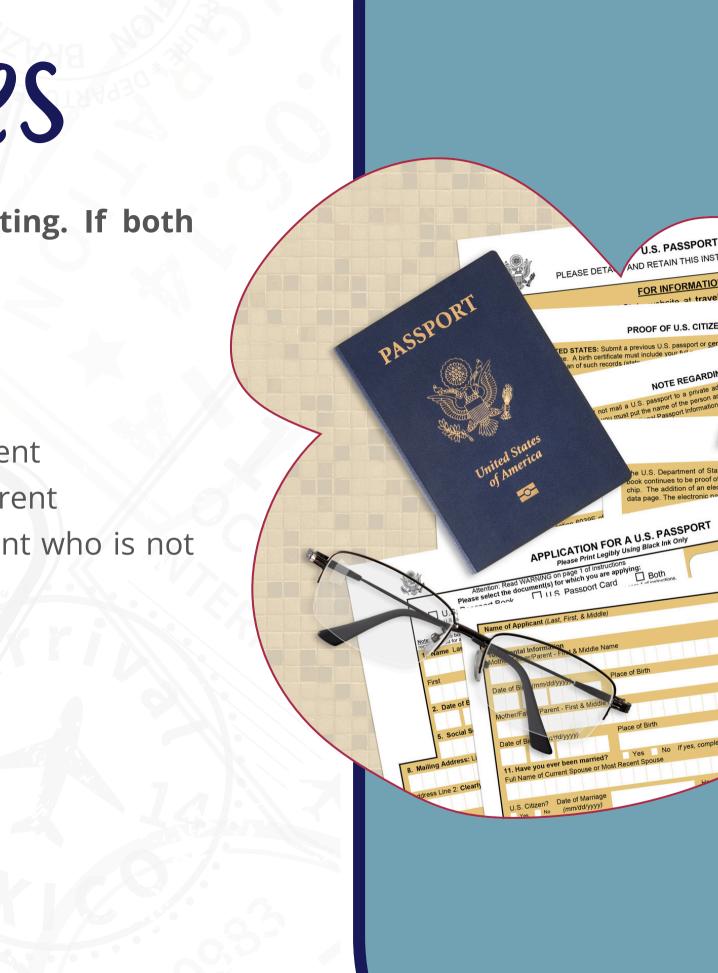


Passport Best Practices

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



Passport Best Practices

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