

Applications for Minors Ages 16 & 7 Years Old (see “Required Photocopies” Effective January 2017 on Passport Page)

- Applicant must appear in person with one parent
- Bring completed DS-11 application form, or you can get one from our office
- All applicants must appear in person and must bring ID such as DMV issued Driver’s License, DMV issued ID card, or current School ID. Parent must bring current legal ID.
- Bring child’s passport if one has been issued, if none, bring evidence of Child’s original U.S. citizenship such as a birth certificate.
- Bring one 2 x 2” passport picture
- Two separate payments: one for the US Department of State and one to the City Of Albany (payment to the Dept. of State must be in form of check or money order, no credit/debit cards, no cash)