



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-6400 * FAX (907) 766-2716

To apply for a MINOR passport (child under age 16), appointments are required- call 766-6400 to schedule. Please bring your child to the appointment.

You must bring the following to your child's appointment:

- Completed application form(s)** (DS-11/12-2020; Complete in **BLACK** ink) (Do NOT sign yet)
- One passport photo of the child**
- Evidence of Child's US Citizenship, original PLUS a copy**
(birth certificate or previous US passport- Note: if child born outside the US, other documents will be required) (original birth certificate will be returned by the State Dept)
- Evidence of Child's relationship to parents/guardian**
(birth certificate, adoption decree, court order, etc.)
- Parental Permission**
(Both parents must appear or documentation must be provided that gives the other parent's consent or the reason there's only one parent --- For more information, see passport website at:
http://travel.state.gov/passport/get/minors/minors_834.html#step7minor)
- Photo Identification of Parents/Guardians** (Need to see originals and send copies of the front and back of each)(usually Driver's Licenses or passports)
- \$35 Fee to the "Haines Borough"**
(may be cash, check, or money order ---- no credit or debit cards)
- \$100 Passport Book AND/OR \$15 Passport Card made out to "Department of State"** (may be check or money order only --- no cash, credit or debit cards)
- Optional Service Fees:**

File Search Fee	\$150
Expedite Processing Fee:	\$60
Overnight Delivery Return Fee	\$19.53 (Passport book only)