

Passports - How to Obtain

(Revised 07/19/19)

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Forms

This file references the following forms:

Form	Location
• DS-11 Application for U.S. Passport	http://state.gov/m/a/dir/forms
• DS-82 Application for U.S. Passport by Mail (Renewal)	http://state.gov/m/a/dir/forms
• DS-10 Birth Affidavit	http://state.gov/m/a/dir/forms
• 04-208 Authorization for Passport Application	CWS Online Forms Repository
• 04-209 Authorization for Mexican Passport Application	CWS Online Forms Repository
• 04-210 Travel Authorization for Dependent Child(ren)	CWS Online Forms Repository
• 04-211 En Loco Parentis	CWS Online Forms Repository
• DS-3053 Statement of Consent: Issuance of a Passport to a Child under Age 14	http://state.gov/m/a/dir/forms
• 04-130 Authorization for County Payment	CWS/CMS Template
• 04-132 Social Worker Expense for Dependent Identification Reimbursement Form	CWS Online Forms Repository
• Mexican Passport Application (Solicitud de Pasaporte)	Office of the International Liaison
• Form OP-7	Office of the International Liaison

Policy

Employees of CWS **may not** conduct County business outside the U.S. without contacting the International Liaison Office (ILO) to make special arrangements with the country's designated Consulate and the social services agency responsible for child welfare in that country.

Consult with the International Liaison if passport is required for SW's travel arrangements out of the country.

All children traveling internationally regardless of age (including newborns and infants) must have their own passport.

Introduction

The Western Hemisphere Travel Initiative (WHTI) requires all citizens of the United States (U.S.), Canada, Mexico and Bermuda to have a passport or other accepted document that establishes the bearer's identity and nationality to enter or re-enter the U.S. from within the Western Hemisphere. This is the result of recommendations made by the 9/11 Commission, which Congress subsequently passed into law in the Intelligence Reform and Terrorism Prevention Act of 2004.

Passport Requirements

1. **Air Travel** – US Citizens are required to present a valid passport or Trusted Traveler Program card (NEXUS, SENTRI or FAST) to enter the U.S. Children are also required to present their own passport when traveling by air. Lawful permanent residents are required to present a valid Permanent Resident Card. Permanent Residents are also required to present a passport from their own country of residence to travel to a foreign country.
2. **Land/Sea Travel** –U.S. citizens can present a valid: U.S. Passport; Passport Card; Enhanced Driver's License or trusted Traveler Program card (NEXUS, SENTRI or FAST). Lawful permanent residents are required to present a valid Permanent Resident Card or other valid evidence of permanent residence status. Mexican citizens, including children, are required to present a passport with visa, or a Border Crossing Card.

NOTE: US citizens traveling to and returning directly from a U.S. territory are not considered to have left the U.S. territory and do not need to present a passport. U.S. territories include:

- American Samoa
 - Guam
 - Northern Mariana Islands
 - Puerto Rico
 - Swains Island
 - U.S. Virgin Islands
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Exempt children

U.S. and Canadian citizen youth age 16 or younger may present an original or copy of their birth certificate, a Consular Report of Birth Abroad or a Naturalization Certificate if traveling by land or sea. The birth certificate can be original, photocopy, or certified copy. Youth are allowed, with their parents' and/or Juvenile Court's consent, to cross the borders by land or sea with certified birth certificates instead of passports. This exemption does not apply to youth who cross the borders by air.

NOTE: All international air travel requires a passport for youth.

U.S. youth under the age of 19 who are traveling by land or sea to/from Mexico or Canada and are traveling with school, religious, cultural or athletic groups under adult supervision will also be allowed to travel with a certified, original or copy of their birth certificate, a Consular Report of Birth Abroad, or a Naturalization Certificate.

Where to apply

CWS staff must apply for a passport only at a **US Postal Office**. Click on the following link to find the closest office: <http://iafdb.travel.state.gov/>.

If a passport is needed urgently, generally in less than 2 weeks, staff will obtain Manager approval for an expedited passport and may contact the following Passport Agency located at:

San Diego Passport Agency:
1 Columbia Place
401 West A Street
10th Floor
San Diego, CA 92101
(Main entry at corner of Columbia St. and West A St.)

(877) 487-2778 Automated Appointment Number

Hours: 8:00 a.m. - 4:00 p.m., Monday through Friday, excluding Federal holidays.

NOTE: This is for travel within 2 weeks (14 calendar days). Applications are accepted only by appointment. To apply at this passport agency, you must:

- be traveling internationally in less than 2 weeks or need to get a foreign visa within 2 weeks.
 - be able to show proof of international travel (such as your flight itinerary, hotel reservation, etc.).
 - pay the \$60 expedited fee in addition to the regular application fee.
 - make an appointment.
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U.S. passport application process for dependent children

All children traveling internationally regardless of age (including newborns and infants) must have their own passport. The SW, caregiver or parent(s) can apply for a child's passport.

For all children:

- **each child will appear in person when the application is submitted.**
- all applications require both of the parents' and/or Juvenile Court's consent.

Follow these procedures below to apply on behalf of a child:

U.S passport application process for dependent children (cont.)

Step	Who	Action
1	SW	<p>Ensure child’s proof of citizenship by obtaining one of the following:</p> <ul style="list-style-type: none"> • Certified U.S. birth certificate • Previous valid U.S. Passport • Report of Birth abroad • Certification of Birth Abroad • Certificate of Citizenship or Naturalization from U.S. Citizens and Immigration Services (CIS).
2	SW	<p>If proof of child’s U.S. citizenship is not available as described above, then obtain the following:</p> <ul style="list-style-type: none"> • Letter of “No Record”, issued by the Vital Statistics office with the child’s name, date of birth, which years were searched for a birth record and that there is no birth certificate on file, and • As many of the following available documents (these must be early public records created within the first five years of the child’s life): <ul style="list-style-type: none"> ○ Baptismal certificate ○ Hospital birth certificate ○ Census record ○ Early school record ○ Family bible record ○ Doctor’s record of post-natal care • May also submit and Affidavit of Birth, form DS-10, from an older blood relative, i.e. a parent, aunt, uncle, sibling, who has personal knowledge of child’s birth. It must be notarized or have the seal and signature of the acceptance agent. <p>If child was born abroad and there is no Consular Report of Birth Abroad or Certificate of Birth on file:</p> <ul style="list-style-type: none"> • Contact the San Diego Volunteer Lawyer Program (SDVLP) for assistance in obtaining The Certificate of Citizenship for those children who meet the Special Immigrant Juvenile Status (SIJS) criteria. • If child does not meet criteria for SIJS, download Application for Replacement Naturalization/Citizenship Document to register the child as a U.S. citizen.

U.S. passport application process for dependent children (cont.)

Step	Who	Action
2 (cont.)	SW	A Consular Report of Birth Abroad is a document issued by the Department of State through Consulates abroad. SW may contact the International Liaison for children born abroad who do not meet criteria for SIJS.
3	SW	Submit an ex parte to the Juvenile Court to request orders indicating the following: <ul style="list-style-type: none"> • The child is a dependent of the Juvenile Court • The child is authorized to travel outside of the U.S CWS and/or the caregiver is authorized to apply for the child's passport.
4	SW, Caregiver or Parent	Present evidence of child's relationship to applicant by submitting the following when the child is a dependent of the Juvenile Court: <ul style="list-style-type: none"> • Ex parte application • 04-208 authorizing SW, Caregiver, Relative or Parent to apply for the child's passport signed by the SW, Supervisor, or CWS Manager • Certified minute orders reflecting the caregivers and/or the agency has the authority to apply for the passport. NOTE: Notarizing the 04-208 is highly recommended. The SW cannot sign it when s(he) are assigned to apply for passport.
5	SW, Caregiver or Parent	Present proof of own identity by submitting any of the following: <ul style="list-style-type: none"> • Valid driver's license • Valid official U.S. military ID • Valid U.S. government ID • Valid U.S. or Foreign Passport with recognizable photo • Naturalization/Citizenship Certificate from USCIS with recognizable photo • Alien Resident Card from USCIS NOTE: A Social Security Card does NOT prove identity.

U.S. passport application process for dependent children (cont.)

Step	Who	Action
6	SW	When there is NO Juvenile Court involvement and the parent(s) is/are not immediately available, present proof of parental permission by applying as a third-party En Loco Parentis on behalf of the child with a notarized written statement or affidavit from one or both parents or guardians authorizing application for a passport by using the 04-211 form.
7	SW, Caregiver or Parent	Provide two passport pictures of the child.
8	SW, Caregiver or Parent	Pay the applicable fees. Refer to sections below titled "U.S. Passport Fees and Payment Procedures".
9	SW, Caregiver or Parent	Provide the child's social security number. NOTE: If the child has never obtained a social security number, contact the Policy Analyst listed at the end of this file. Failure to provide a Social Security number, may result in a delay with the processing and/or denial of the passport information and the Internal Revenue Service may impose a \$500 penalty.

When a parent applies for a passport on behalf of a child under age 16, **both** parents must appear together with acceptable identification and follow steps 4, 5, 7, 8, and 9 above. If only one parent is applying for the passport, then that parent must have a:

- Notarized Statement of Consent to a Child Under Age 16, DS-3053 **or**
- Birth certificate listing only one parent **or**
- Court order specifically permitting one parent's travel with the child; court order of sole legal and physical custody to the one parent; a death certificate proving the death of the absent parent; or a court order providing incompetence of the absent parent.

U.S. passport application process for staff

U.S. passport applications must be submitted in person if:

- Applying for the first time
- Previous passport was lost, stolen, or damaged
- Previous passport has expired and was issued more than 15 years ago
- Previous passport has expired and it was issued when applicant was under 16
- Applicant's name has changed since passport was issued and there is no legal document confirming the change.

Applications (DS-11 and DS-82 - renewals) and other forms for passports can be downloaded at the [U.S. Department of State](http://www.state.gov) website.

U.S. passport application process for staff (cont.)

SWs will follow the procedures below:

Step	Action
1	<p>If applying for a passport for the first time, complete the Application for Passport, Form DS-11. Do not sign the DS-11 until the Passport Acceptance Agent instructs you to do so.</p>
2	<p>Present proof of U.S. citizenship by submitting any of the following:</p> <ul style="list-style-type: none"> • Certified U.S. birth certificate • Previous valid U.S. Passport • Report of Birth abroad • Certification of Birth Abroad • Certificate of Citizenship or Naturalization from U.S. Citizens and Immigration Services (CIS). <p>NOTE: All documentation submitted as evidence will be returned with the issued passport – click on the link below for processing times: http://www.travel.state.gov/passport/get/processing/processing_1740.html</p>
3	<p>Present proof of SW’s identity by submitting any of the following:</p> <ul style="list-style-type: none"> • Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable) • Naturalization Certificate • Current valid driver’s license, government ID
5	<p>Provide two passports pictures. Refer to sections below titled “U.S. Passport Fees” and “Payment Procedures.”</p>
6	<p>Pay the applicable fees. Refer to sections below titled “U.S. Passport Fees” and “Payment Procedures.”</p>
7	<p>Provide a social security number.</p> <p>NOTE: If you fail to provide a Social Security number, you will encounter a delay with the processing and/or denial of your passport information and the Internal Revenue Service may impose a \$500 penalty.</p>

U.S. passport fees

[First time application](#) (Form DS-11):

Applicant	Application Fee	Execution Fee	Passport Pictures Fee	Total
Age 16 and older	\$110	\$35	\$15	\$160
Under Age 16	\$80	\$35	\$15	\$130

U.S. passport renewals

Use Form DS-82 (Passport Renewal by mail) if previous passport:

- was issued when applicant was 16 or older.
- was issued in the last 15 years.
- is not damaged.
- is submitted with your application.

The fee for DS-82 is \$110 and the applicant must submit two passport pictures.

NOTE: For expedited service (two-week processing time), there is a \$60 additional fee for each application.

Payment procedures

The SW will follow the procedure below to authorize County payment for children's passport fees:

Step	Action
1	Refer to section above titled "U.S. Passport Fees."
2	Submit Authorization for County Payment (04-130) for applicable payments with the following noted on the form: <ul style="list-style-type: none">• Payment for application fee is made to "U.S. Department of State"• Payment for execution fee, pictures fee and expedited service to be included in one check made to "U.S. Postal Services"
3	Applicants are allowed to bring their own pictures (two are required). Under those circumstances, passport picture fee (\$15) is deducted from payment made to U.S. Postal Services.

Reimbursement procedures

The following table explains the reimbursement procedures for cost incurred for children's passport expenses:

To Reimburse...	SW Action
Caregiver	Review the information found in this file and provide necessary information to Caregiver. Submit Authorization for County Payment (04-130) with all original receipts.
SW	Submit the Social Worker Expense for Dependent Identification Reimbursement Form (04-132) with all original receipts.

U.S. Customs and Border Protection (CBP)

In addition to the passport requirement, CBP highly recommends the Agency to provide caregivers and/or SWs with a letter indicating that they are taking care of specific dependent children when traveling abroad. More specifically, this form is helpful for caregivers who travel frequently into Mexico.

SW, PSS, or CWS Manager will provide supplemental Agency authorization to individual(s) transporting dependent children via form 04-210.

Passports for Mexican Citizens

The General Consulate of Mexico in San Diego (Consulate) provides assistance to expedite the acquisition of passports for Mexican citizens.

As of April 8, 2019, the Mexican Consulate has verbally agreed to continue to issue the first passport at no charge for those dependent children in the process of resolving their immigration status. This passport is only good for a year. The Consulate's office is located at:
1549 India Street
San Diego, CA 92101

Application process for passports of children born in Mexico

Follow these steps to obtain a Mexican passport for a child of Mexican nationality.

Step	Who	Action
1	SW	Consult with International Liaison’s Office (ILO) if passport is required for staff and/or child’s travel arrangements out of the country. NOTE: Employees of CWS may not conduct County business outside the U.S. without special arrangements with the country’s designated Consulate and the social services agency responsible for child welfare.
2	ILO	Provide application forms to SW.
3	SW	Consult with Consular Officer responsible for children’s issues through the International Liaison to make arrangements to expedite passport issuance.
4	SW	Obtain/complete the following: <ul style="list-style-type: none"> • Mexican Passport Application (solicitud de pasaporte) • Form OP-7 (obtained at the Mexican Consulate the day of appointment) • Authorization for Mexican Passport Application (04-209) signed by PSS or Manager assigning SW to apply • Photocopy of SW’s County badge • Official Court Order declaring child’s dependency of the Juvenile Court • Original birth certificate and a copy • Two passport pictures
5	SW	Accompany child to submit application to Consulate. Child will be fingerprinted. Arrange transportation of child to appointment with Consulate.
6	SW	Follow Consulate’s directions for passport pick-up.

Passports of other countries

SWs in need of obtaining a passport for case-related activities of dependent children must contact the International Liaison to coordinate the acquisition of the proper documentation needed for the passport application with the corresponding country’s Consulate or Embassy office.

SWs must follow the applicable guidelines set above regarding passport application, payment and/or reimbursement procedures.

Alignment with SET

This policy supports SET [Value 4](#) and the agency practices to maintain open communication and transparency with families and community partners and initiate and cultivate ongoing relationships with community partners.
