



# Checklist for a U.S. Passport for under the Age of 16

American Citizen Services  
American Institute in Taiwan

This checklist includes all documents required to apply for a U.S. passport for applicants under the age of 16. Check the appropriate boxes that apply to you.

本清單為16歲以下孩童申請護照所需文件，請勾選您適用的項目。

Passport services are by appointments only. One appointment can accommodate two applicants. If there are three applicants, please schedule two appointments.

護照服務採預約制。一個預約名額可受理兩件護照申請，若有三位孩童申請，請預約兩個名額。

Both parents and the child must appear in person.

孩童及父母雙方都必須出席。

You need to submit both an original and a photocopy for all the documents.

所有文件都需提供正本及影本。

Use A4 or letter size paper for photocopy. Place one passport or document per page. Do NOT trim the photocopy.

請用A4或8.5"x11"紙張影印，一張紙影印一本護照或一份文件，影本請勿裁切。

**Unsigned**, completed application for a U.S. Passport (Form DS-11). Do NOT sign! Photocopy of the application form is not required.

填寫完整的申請表〈DS-11〉，請勿簽名！申請表無需影印。

Include applicant's Social Security Number in the application form.

申請表上請務必填寫申請人的社會安全卡號碼。

Child's most recent U.S. passport: original and 1 photocopy (page with the photo and signature).

孩童現有的護照：正本及1份影本〈請影印相片及簽名頁，護照需簽名〉。

Child's U.S. issued birth certificate or Consular Report of Birth Abroad: original and 1 photocopy.

孩童之美國核發的出生證明或海外領事出生證明：正本及1份影本。

Valid photo ID for both parents (e.g. passport or U.S. driver's license): original and 1 photocopy per child.

父母的有效證件〈護照或美國駕照〉：正本及1份影本〈請影印相片及簽名頁，護照需簽名〉，每位孩童均需一份。

1 photograph taken within the last six months: 2 x 2 inch / 5 x 5 cm.

The size of the photo is a square shape. No glasses allowed in the photo. We will not be able to accept your application if the photo does not meet the requirements.

申請人相片1張：2 x 2吋或 5 x 5公分正方形相片（注意！相片規格與台灣護照不同），必須是最近六個月內所拍攝的且不可戴眼鏡。若相片不符規定將無法收件。

Growing photos: One photo for each year.

成長生活照：一年一張。

Both parents must be present at the appointment. If only one parent can attend, submit a notarized form DS-3053 signed by the absent parent, and a copy of the ID that the absent parent presented for the notary.

申請時，父母雙方都必須出席。若僅一方出席，請提供缺席家長簽名並公證過的同意書（DS-3053表格），以及做公證時所出示的證件影本。

Divorce: please submit proof of custody of the child (if applicable).

父母離婚：請提供孩童監護權證明文件（如適用）。

Death of a parent: please submit the death certificate (if applicable).

父或母過世：請提供英文版死亡證明正本或驗證本（如適用）。

Whereabouts unknown: if you are not able to locate the other parent, please submit form DS-5525 (if applicable).

父或母失聯：請以英文填寫DS-5525表格（如適用）。

If the parent(s) has/have changed their names: please submit legal name change documents (if applicable).

若父母改名：請提供更改姓名之官方證明文件（如適用）。

Application fee paid in USD or TWD.

護照申請費以美金或台幣支付。

Application fee for a passport USD 135. 護照申請費美金135元。

Application fee for a passport card USD 15 (if applicable). 護照卡申請費美金15元（如適用）。

**Please visit our website <[www.ait.org.tw](http://www.ait.org.tw)> for additional details and instructions regarding application processes for passports and other services.**

護照申請詳細規定及說明，請上AIT網站查詢 <[www.ait.org.tw](http://www.ait.org.tw)>

**Thank you and we look forward to seeing you.**