



ICS PASSPORT NIGHT
THURSDAY, DECEMBER 1ST, 4 TO 7 PM
— BY APPOINTMENT ONLY —

IMPORTANT: You MUST contact Nirva LaFortune at nirva.lafortune@gmail.com or 267-902-1167 to reserve your spot. We are scheduling appointments between 4 and 7 PM.

You will need to bring the following to your appointment:

PLEASE NOTE: Documents MUST be **ORIGINAL**. Photocopies will NOT be accepted. IDs must be up-to-date. Expired IDs will NOT be accepted. Payment MUST be made in the manner indicated below. Thank you in advance for your careful attention to these details.

- Both parents MUST be present for a minor to apply for a passport at ICS.
- Complete and submit Form DS-11: *Application For A U.S. Passport*
- Submit Child's Evidence of U.S. Citizenship
- Submit Evidence of Relationship Between Child and Parent(s)/Guardian(s)
- Present Identification of Parent(s)/Guardian(s)
- Provide Parental Consent or court order establishing custody/guardianship
- You will need a CHECK or MONEY ORDER for \$80 (minor under 16 years) or \$110 (adult over 16 years) application fee for EACH passport application.
- You will need a **MONEY ORDER ONLY** for \$25 (execution fee) for EACH passport application.
- Submit Two Passport Photos*

*Passport photographs should be 2 x 2 inches in size. The easiest way to obtain passport photos is have them taken at a CVS, Wulu, Photolounge, etc. If you would like to obtain information for passport picture requirements please visit: <http://travel.state.gov/pdf/Photo-Quality-Requirements.pdf>

We highly recommend you visit http://travel.state.gov/passport/get/minors/minors_834.html in order to review the detailed US passport application information for minors. Examples of acceptable forms of documentation can also be found at this site.

For additional information please contact Nirva LaFortune via email nirva.lafortune@gmail.com