



Ordinary Renewal of U.S. Passport of Minor Under Age 16

Required documents and information

- **Original U.S. passport** of the applicant
- *If the parents are also U.S. citizens:* or U.S. green card holders their **U.S. passports/U.s Permanent Resident cards** are required.
- Original/Certified copy of long form of **U.S. birth certificate, U.S. Consular Report of Birth Abroad** or **U.S. Certificate of Citizenship** of the applicant.
- **U. S. Social Security Card** of the applicant, if available or its number. If the applicant has never applied for a Social Security number card, it is mandatory to apply for one together with the passport application. In this case, additional documents have to be presented. Please notify the receptionist when booking the appointment.
www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS_08-2011_FI-public.pdf
- Original **Iranian birth** certificate (shenasnameh) of the applicant and both parents together with their official English translations, certified by the Iranian Ministry of Foreign Affairs
- If the **parents have been divorced**, the original divorce decree is required to show which parent has been granted custody (if the divorce has taken place in Iran, apart from the divorce decree, its official English translation, certified by the Iranian Ministry of Foreign Affairs, is also required).
- *In case one parent is absent at the time of application, he/she should complete form DS-3053 "Statement of Consent: Issuance of a Passport to a Minor Under Age 16" and have it notarized.*
www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-3053_08-2016_FI-public.pdf
- **Valid Iranian passport** of the applicant and both parents. If, for important reasons, a valid Iranian passport is not available, please contact this office beforehand by phone.
- **Two identical passport pictures**, 5 x 5 cm, front view, full face, white background, printed on non-glossy paper, with no touch-ups and without eye glasses. **Please do not staple or glue the photo to your application.**
www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf
- The applicant is required to present some **chronological family photos**, showing him/her since the issuance date of his/her present U.S. passport.

- All **personal information** of the applicant as required by passport application form DS-11, before showing up for your appointment. Please **do not sign** the forms. Applicants who have not completed their application forms will be asked to reschedule.

www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11_06-2016_FI-public.pdf

- **Passport fees** are payable only by bankcard in Iranian Rial (please refer to the list of consular fees). Keep in mind that the fees once paid are **non-refundable**. Fees are collected and retained by law even if a passport is not issued.
- Applicants can submit the mentioned documents by **appointment** only. Appointments can be scheduled by phone exclusively. No shows or late arrivals will be asked to reschedule.

PLEASE NOTE

- **A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary in connection with U.S. citizenship documentation. Therefore, you might be asked to present additional documents for adjudication of your case.**
- **Only complete applications can be accepted and further processed without any exceptions. Incomplete files will be refused and you would be required to make a new appointment to present your updated application.**