

**CHILD'S U.S. PASSPORT RENEWAL FROM CANADA BY APPOINTMENT**

ORDER FORM

**INSTRUCTIONS**

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or [info@immigroup.com](mailto:info@immigroup.com)
3. You will be contacted within 1 - 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.**
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at **P.O. Box 31037, College Square, Toronto, ON, M6G 4A7**
5. IMMgroup will book the interview at the nearest US Embassy or Consulate.
6. Attend the appointment with, your child, and the completed passport application and supporting documentation.
7. Receive your child's new passport in the mail.

**DOCUMENT CHECKLIST**

- ORDER FORM**
- COMPLETED DS-11**  
(Duly completed and but not signed)
- ORIGINAL MOST RECENT PASSPORT BOOK OR CARD**
- 2 U.S. PASSPORT PHOTOS**
- PHOTO ID & PHOTOCOPY OF THAT ID**
- PROOF OF US CITIZENSHIP**
  - birth certificate
  - naturalization certificate
  - citizenship certificate
- STATEMENT OF CONSENT**
- STATEMENT OF SPECIAL FAMILY CIRCUMSTANCES**  
(if applicable)

**FEES AND PROCESSING TIMES**

<b>REVIEW ONLY</b>	<input type="checkbox"/>	<b>\$113 USD</b>	IMMgroup Will: - review your application; - suggest changes; - review your changes.
<b>REGULAR SERVICE</b>	<input type="checkbox"/>	<b>\$169.50 USD</b>	Including: \$150 IMMgroup service fee \$19.50 HST
<b>EXPEDITED SERVICE</b> (3 weeks on average)	<input type="checkbox"/>	<b>\$282.50 USD</b>	Including: \$250 IMMgroup service fee \$32.50 HST

**All fees charged at current exchange rate.** Average processing time is 4-6 weeks, subject to change without notice.

**GOVERNMENT FEES**

- Passport Book and Card: \$120 USD
- Passport Book Only: \$105 USD
- Passport Card Only: \$40 USD
- \$60 fee for all expedited applications

**Passport fees payable at the US consulate by cash, money order (inUSD), or credit card (MasterCard, VISA only).**

**CONTACT INFORMATION**

Email Address:

Phone Number:

**CREDIT CARD INFORMATION**

We accept Visa, Mastercard, American Express, bank drafts, and bank transfers

Cardholder Name:

Card Number:

Expiry Date (mm/yy)  CVV Code:

I agree to pay these charges  
Cardholder Signature:

**DISCLAIMER**

*Applicant must sign below*

\*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

\*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.

\*If you require a phone consultation, you will be charged an additional \$75

\*Immigroup Inc is not responsible for applications that are rejected.

\*All fees are non-refundable once applications are submitted to the government.

\*I agree to being charged the total fees corresponding with my required service

\*A minimum \$42.50 cancellation fee will apply to any service canceled after work has begun

SIGN HERE:



# APPLICATION FOR A U.S. PASSPORT

Please Print Legibly Using Black Ink Only

OMB CONTROL NO. 1405-0004  
OMB EXPIRATION DATE: 08-31-2019  
ESTIMATED BURDEN: 85 MIN

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

- U.S. Passport Book     U.S. Passport Card     Both
- Regular Book (Standard)     Large Book (Non-Standard)

The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.

**Note:** The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

### 1. Name Last

\_\_\_\_\_

D     O     Dep DOTS \_\_\_\_\_

End. # \_\_\_\_\_ Exp. \_\_\_\_\_

First

Middle

\_\_\_\_\_

### 2. Date of Birth (mm/dd/yyyy)

\_\_\_\_/\_\_\_\_/\_\_\_\_

### 3. Sex

M     F

### 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)

\_\_\_\_\_

### 5. Social Security Number

\_\_\_\_-\_\_\_\_-\_\_\_\_

### 6. Email (Info alerts offered at [travel.state.gov](http://travel.state.gov))

\_\_\_\_\_@\_\_\_\_\_

### 7. Primary Contact Phone Number

\_\_\_\_-\_\_\_\_-\_\_\_\_

### 8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

\_\_\_\_\_

Address Line 2: **Clearly label** Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)

\_\_\_\_\_

City

State

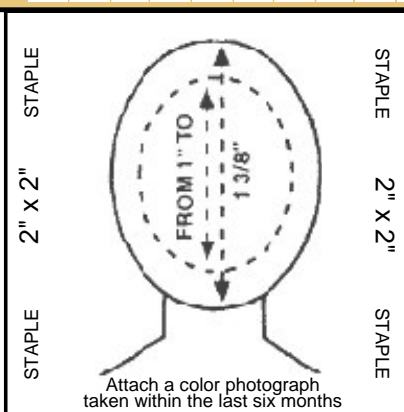
Zip Code

Country, if outside the United States

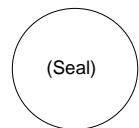
\_\_\_\_\_

### 9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A. \_\_\_\_\_ B. \_\_\_\_\_



- Acceptance Agent     (Vice) Consul USA
- Passport Staff Agent



## STOP! CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

### Identifying Documents - Applicant or Mother/Father/Parent on Second Signature Line (if identifying minor)

- Driver's License     State Issued ID Card     Passport     Military     Other \_\_\_\_\_

Name \_\_\_\_\_

Issue Date (mm/dd/yyyy) \_\_\_\_\_ Exp. Date (mm/dd/yyyy) \_\_\_\_\_ State of Issuance \_\_\_\_\_

ID No. \_\_\_\_\_ Country of Issuance \_\_\_\_\_

### Identifying Documents - Applicant or Mother/Father/Parent on Third Signature Line (if identifying minor)

- Driver's License     State Issued ID Card     Passport     Military     Other \_\_\_\_\_

Name \_\_\_\_\_

Issue Date (mm/dd/yyyy) \_\_\_\_\_ Exp. Date (mm/dd/yyyy) \_\_\_\_\_ State of Issuance \_\_\_\_\_

ID No. \_\_\_\_\_ Country of Issuance \_\_\_\_\_

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph attached to this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

\_\_\_\_\_  
Name of courier company (if applicable)

\_\_\_\_\_  
Facility ID Number

\_\_\_\_\_  
Facility Name/Location

\_\_\_\_\_  
Agent ID Number

\_\_\_\_\_  
Signature of person authorized to accept applications

\_\_\_\_\_  
Date

x \_\_\_\_\_  
**Applicant's Legal Signature - age 16 and older**

x \_\_\_\_\_  
**Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)**

x \_\_\_\_\_  
**Mother/Father/Parent/Legal Guardian's Signature (if identifying minor)**



\* DS 11 C 09 2013 1 \*

For Issuing Office Only → Bk \_\_\_\_\_ Card \_\_\_\_\_ EF \_\_\_\_\_ Postage \_\_\_\_\_ Execution \_\_\_\_\_ Other \_\_\_\_\_

Name of Applicant (Last, First, & Middle) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

**10. Parental Information**  
Mother/Father/Parent - First & Middle Name \_\_\_\_\_ Last Name (at Parent's Birth) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex  Male  Female U.S. Citizen?  Yes  No

Mother/Father/Parent - First & Middle Name \_\_\_\_\_ Last Name (at Parent's Birth) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex  Male  Female U.S. Citizen?  Yes  No

**11. Have you ever been married?**  Yes  No *If yes, complete the remaining items in #11.*

Full Name of Current Spouse or Most Recent Spouse \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

U.S. Citizen?  Yes  No Date of Marriage (mm/dd/yyyy) \_\_\_\_\_ Have you ever been widowed or divorced?  Yes  No Widow/Divorce Date (mm/dd/yyyy) \_\_\_\_\_

**12. Additional Contact Phone Number** \_\_\_\_\_  Home  Cell  Work **13. Occupation (if age 16 or older)** \_\_\_\_\_ **14. Employer or School (if applicable)** \_\_\_\_\_

**15. Height** \_\_\_\_\_ **16. Hair Color** \_\_\_\_\_ **17. Eye Color** \_\_\_\_\_ **18. Travel Plans**  
Departure Date (mm/dd/yyyy) \_\_\_\_\_ Return Date (mm/dd/yyyy) \_\_\_\_\_ Countries to be Visited \_\_\_\_\_

**19. Permanent Address -** *If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.*

Street/RFD # or URB (No P.O. Box) \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**20. Emergency Contact -** *Provide the information of a person not traveling with you to be contacted in the event of an emergency.*

Name \_\_\_\_\_ Address: Street/RFD # or P.O. Box \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

**21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card?**  Yes  No *If yes, complete the remaining items in #21.*

Name as printed on your most recent passport book \_\_\_\_\_ Most recent passport book number \_\_\_\_\_ Most recent passport book issue date (mm/dd/yyyy) \_\_\_\_\_

Status of your most recent passport book:  Submitting with application  Stolen  Lost  In my possession (if expired)

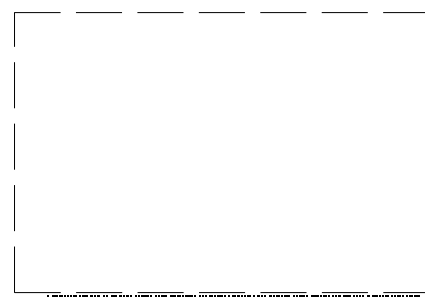
Name as printed on your most recent passport card \_\_\_\_\_ Most recent passport card number \_\_\_\_\_ Most recent passport card issue date (mm/dd/yyyy) \_\_\_\_\_

Status of your most recent passport card:  Submitting with application  Stolen  Lost  In my possession (if expired)

**PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY**

Name as it appears on citizenship evidence \_\_\_\_\_

- Birth Certificate SR CR City Filed: \_\_\_\_\_ Issued: \_\_\_\_\_
- Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired: \_\_\_\_\_ A# \_\_\_\_\_
- Report of Birth Filed/Place: \_\_\_\_\_
- Passport C/R S/R Per PIERS #/DOI: \_\_\_\_\_
- Other: \_\_\_\_\_
- Attached: \_\_\_\_\_



P/C of Citiz  P/C of ID  DS-71  DS-3053  DS-64  DS-5520  DS-5525  PAW  NPIC  IRL  Citiz W/S

\* DS 11 C 09 2013 2 \*



**U.S. Department of State  
STATEMENT OF CONSENT:  
ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

OMB CONTROL NO. 1405-0129  
OMB EXPIRATION DATE: 08-31-2019  
ESTIMATED BURDEN: 20 Minutes

Attention: Read WARNING and FORM INSTRUCTIONS on Page 1

**1. MINOR'S NAME**

Last	First	Middle
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**2. MINOR'S DATE OF BIRTH (mm/dd/yyyy) 3. THIS AUTHORIZATION IS VALID FOR:**

Passport Book and Card  Book Only  Card Only

**4. STATEMENT OF CONSENT** To be completed by the non-applying parent or guardian using his/her information when not present at the time the applying parent or guardian submits the minor's application. **Statements expire after 90 days.**

I, \_\_\_\_\_ authorize \_\_\_\_\_  
Print Name (non-applying parent/guardian) Print Name (person applying for minor's passport)

to apply for a United States passport for my minor child named on this application. My consent is unconditional in regards to passport validity and travel.

\_\_\_\_\_  
Street Address (non-applying parent) Apartment City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Telephone Number E-mail Address

**STOP! YOU MUST SIGN THIS FORM IN FRONT OF A NOTARY.**

**OATH:** I declare under penalty of perjury that all statements made in this supporting document are true and correct.

\_\_\_\_\_  
Signature of Non-Applying Parent or Guardian Date (mm/dd/yyyy)

**NOTE:** A clear photocopy of the front and back of the identification you presented to the notary is required with this form.

**5. STATEMENT OF CONSENT NOTARIZATION**

Name of Notary \_\_\_\_\_  
Print Name (Notary Public)

Location \_\_\_\_\_  
City, State

Commission Expires \_\_\_\_\_  
Date (mm/dd/yyyy)

**Identification Presented by Non-Applying Parent or Guardian:**  Driver's License  Passport  Military ID  Other (specify) \_\_\_\_\_

ID Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Issue Date (mm/dd/yyyy): \_\_\_\_\_ Expiration Date (mm/dd/yyyy): \_\_\_\_\_

**NOTARY  
SEAL**

**OATH:** By signing this document, I certify that I am a licensed notary under laws and regulations of the state or country for which I am performing my notarial duties, that I am not related to the above affiant, that I have personally witnessed him/her sign this document, and that I have properly verified the identity of the affiant by personally viewing the above notated identification document and the matching photocopy.

Signature of Notary \_\_\_\_\_ Date of Notarization \_\_\_\_\_  
Date (mm/dd/yyyy)