



First U.S. Passport Application

Required documents for persons under 18 born in the U.S.

The Foreign Interests Section of the Embassy of Switzerland can only process first time U.S. passport applications for persons born in the U.S. who are under 18 years of age. Applicants who are over 18 and have never obtained a U.S. passport since their birth in the U.S. must imperatively apply with a U.S. Embassy or a U.S. Consulate General in one of the neighboring countries to Iran.

- Original long form of the **U.S. birth certificate** of the applicant
- Original **hospital certificate** of the applicant
- Original **Iranian birth certificates** (shenasnameh) of the whole family (applicant, parents and any siblings)
- Official **English translations** of the Iranian birth certificates of the whole family, certified by the Iranian Ministry of Foreign Affairs
- **U.S. social security card** of the applicant, if available or its number
- **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.
See also www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf.
- **Family photos**, showing the chronological years of growth of the applicant, starting from the pregnancy of the mother in the U.S.
- If parents are U.S. citizens, their original **U.S. passports** are required
- **Iranian passport with which the applicant departed the U.S. and entered Iran** together with the **valid Iranian passports of both parents**; in case the applicant has been issued a separate Iranian passport his/her valid passport is also required
- **Documents related to the birth** of the applicant in the U.S. such as wristband, immunization record, hospital's identifying card of the newborn (i.e. "I'm a Boy/Girl" card), hospital records etc.
- **Documents proving the presence of the parents in the U.S.** at the time of birth of the applicant such as educational documents, driver's license, student ID card etc.
- If the applicant is under the age of 16 **the presence of both parents and the minor** at the time of application is mandatory (if over 16, the applicant must be accompanied by at least one parent). In case a 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.

- If the **applicant's 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).
- All **personal information** of the applicant as required by the passport application form DS-11 has to be completed (preferably by computer) **before** arriving for your appointment. Please **do not sign** the form. Applicants who have not completed their 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
- If the **applicant's Iranian birth certificate (shenasnameh) does not bear a photo** of him/her, an original school certificate, bearing the applicant's photo and seal of school or any other original official photo-ID is required along with its official **English translation**, certified by the Iranian Ministry of Foreign Affairs
- **Passport and authentication fees** in cash in Iranian Rials (please refer to the list of consular fees)

PLEASE NOTE

- **Applicants can submit the mentioned documents, by appointment only. Appointments can be scheduled by phone exclusively.**
- **A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary in matters 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 complete application.**