

Checklist for First-time Passport Application

Apply in person

-If the applicant is a minor under the age of 18, the parents must come with the minor to apply in person.

Fill in the ROC(Taiwan) passport application form and sign on the back page

-If the applicant is a minor under the age of 18, the parents have to sign "Agreement on Minor's Chinese Surname Named" to identify the applicant's surname; if one parent is not a ROC(Taiwan) citizen and the parents agree that the applicant to bear the surname of the foreign father/mother, the foreign parent has to sign "Chinese Name Declaration Form" to confirm his/her Chinese surname.

Two 2-inch photos taken within 6 months

-must comply with the specifications of the Bureau of Consular Affairs of the Ministry of Foreign Affairs

Applicant's valid U.S. passport

-Newborns who have not applied for a U.S. passport are exempted from the requirement.

Parents' valid ROC(Taiwan) passport or foreign passport (if one parent is not a ROC(Taiwan) citizen)

-Applying for a passport by obtaining the nationality of the Republic of China from the mother, the applicant must be born after February 10, 1980

The applicant's birth certificate authenticated by ROC overseas mission

- **Please check (1) English name (2) date of birth (3) place of birth of the child and the parents showing on the birth certificate are all consistent with their passport information; if not, a name change document or other documents such as naturalization certificate, marriage certificate, old passports, driver's licenses, social security cards etc. must be provided to prove that they are the same persons.**

- If the birth certificate was issued within our jurisdiction (Southern California, Arizona, and New Mexico), please apply for authentication at the same time. (please fill out the document authentication application form and pay the fee of US\$15 for each)

Marriage certificate of the applicant's parents

-A marriage certificate or a certified copy of marriage record (showing the date of marriage) issued by a Taiwan Household Registration Office; or

-If the parents got married abroad, the foreign marriage certificate must be authenticated by a ROC(Taiwan) overseas mission in charge. **Please check (1) English name (2) date of birth (3) place of birth of bride and groom showing on the marriage certificate are all consistent with their passport information; if not, a name change document or other documents such as naturalization certificate, old passports, driver's licenses, social security cards etc. must be provided to prove that they are the same persons.** And if the marriage certificate was issued within our jurisdiction (Southern California, Arizona, and New Mexico), please apply for authentication at the same time. (please fill out the document authentication application form and pay the fee of US\$15 for each)

Other documents if required (not limited to the following situations)

-If the parents of the minor applicant are divorced, and the parent with custody must provide authenticated custody certificate or a certified copy of a household registration record showing the custody of the minor.

-If the applicant born out of wedlock, the mother's single certificate is required; and if the mother is not a ROC(Taiwan) citizen, the ROC(Taiwan) father must proceed the acknowledgment registration at the Taiwan Household Registration Office to legalize the relationship of the father and the child, and a certified copy of the acknowledgment registration record issued from the Household Registration Office is required

Passport fee, cash or Cashier's Check/Money Order only

-10-year passport US\$45 / 5-year passport(for applicant under the age of 14) US\$31