FIAC
FLORIDA IMMIGRANT ADVOCACY CENTER

FLORIDA IMMIGRANT ADVOCACY CENTER

A non-profit organization dedicated to promoting and protecting the basic human rights of immigrants of all nationalities.

3000 Biscayne Blvd. ▪ Suite 400 ▪ Miami, FL 33137
(305) 573-1106 ▪ Fax: (305) 576-6273

Junio de 2010

Personas Detenidas con hijos menores de edad: Preguntas frecuentes

Florida Immigrant Advocacy Center (FIAC) es una organización sin fines de lucro que provee servicios legales a los inmigrantes y promueve y protege los derechos humanos de personas de todas nacionalidades. Una gran parte de inmigrantes detenidos tienen preguntas sobre sus hijos menores de edad durante el proceso de deportación. FIAC tiene información sobre este asunto y algunos formularios de muestra para ayudarle a entender mejor la situación de sus hijos. Por favor, recuerde que cada caso es único y la información en este paquete no constituye un consejo legal.

¿Cómo puedo designar a alguien de confianza para que actúe en mi nombre por mis hijos mientras estoy detenido/a?

Nota: Si su hijo ya está en el cuidado de su otro padre/madre, tiene otro guardián legal, o está bajo la custodia del Departamento de Niños y Familias (Department of Children and Families-DCF) mientras usted está en detención, esta sección no aplica a su situación.

Si usted es el encargado exclusivo/a de su hijo, es posible designar a alguien que puede cuidar a sus hijos temporalmente. Puede nombrar a un amigo de confianza o a un miembro de su familia que tenga estatus legal en los EE.UU para cuidar a sus hijos. Este derecho permite que una persona de su elección esté autorizada a ayudar a sus hijos en su ausencia. También permite que esta persona pueda ayudarles a recibir cuidado médico, inscribirse en la escuela y obtener un pasaporte, si fuera necesario.

Observe que este es un proceso fuera de la corte y que es una forma distinta para otorgar autoridad limitada y temporaria a una persona para que cuide a su hijo/a. Existe otro proceso legal, distinto a este, para apuntar a un guardián legal de forma más permanente (Ch. 751).

Ver las páginas 9 y 10 para una muestra de "Statement of Guardianship" que se utiliza en el estado de la Florida para designar a una persona de confianza para ser guardián de sus hijos. El formulario necesita estar certificado por un notario y firmado por dos testigos. El centro de detención donde está detenido/a debe conceder acceso a los servicios del notario. Si usted tiene más de un hijo menor de edad, será necesario completar un "Statement of Guardianship" por cada uno.

IMPORTANTE: ***Nombrar al guardián de su hijo es una herramienta poderosa y una responsabilidad muy importante. Es imperativo que usted tenga confianza en la persona que nombra porque usted le otorgará el privilegio de cuidar a sus hijos.***

Es importante que usted avise a la persona que cuide a su hijo en su ausencia de toda la información importante al respecto a su hijo, incluyendo:

- Condiciones médicas como alergias o problemas de salud. Debe incluir el nombre del médico y sus números de contacto;
- Información sobre su escuela;
- Información sobre las actividades diarias de su hijo;
- La ubicación del certificado de nacimiento de su hijo y otros documentos importantes como documentos médicos y escolares;
- Cualquier necesidad especial de su hijo

Atención: Si usted es el encargado exclusivo de su hijo, avise a su oficial de deportación y pídale ser liberada/o para cuidar a su hijo. Si el oficial no permite que usted sea liberado/a, usted puede pedir no estar encarcelado y liberado bajo la supervisión (a menudo con brazalete de tobillo). Explique su situación al oficial de deportación. Aunque no garantizará su liberación, vale la pena preguntar si la posibilidad existe.

Al final de este paquete también hay una muestra de **"Power of Attorney" (poder notarial)** con instrucciones. Ver páginas 11 - 16. Este formulario, como el "Guardianship Statement", le ayudará a nombrar a un amigo de confianza u otra

persona para encargarse de sus asuntos en su nombre mientras usted está en detención. Esta persona le podría ayudar a pagar sus cuentas, vender su propiedad o cerrar su cuenta bancaria. Debe decirle a esta persona donde encontrar información sobre su cuenta bancaria, títulos de su auto u otra propiedad, acuerdos de alquiler, etc.

Igual al "Statement of Guardianship", **por favor, ¡recuerde que el "Power of Attorney" es muy poderoso y solamente le debe otorgar este poder a alguien de confianza!**

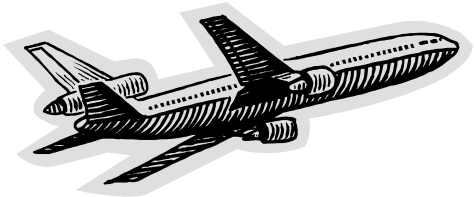
¿Qué puedo hacer si se puso a mi hijo en cuidado de foster mientras estaba detenido/a?

Si se puso a su hijo en cuidado de foster cuando fue detenido/a, es posible que una audiencia del caso de su hijo esté tomando lugar por el juzgado de menores o el juzgado testamentario. También hay pasos que se pueden tomar desde el centro de detención para proteger sus derechos de padre/madre, tales como:

- **Hable con su abogado de familia**. Usted debe tener un abogado asignado por la corte encargado del caso de su hijo, si usted no puede pagarle a un abogado que especializa en cuestiones de la familia. Debe trabajar detenidamente con ese abogado y él debe informarle de todos los sucesos del caso de sus hijos. Debe recibir un aviso de la corte sobre el caso de su hijo y usted tiene derecho a participar en el proceso de la corte. *La corte de la familia quizás no va a saber que usted está detenido por inmigración o dónde se encuentra. Usted debe averiguar quién es su abogado e informarle a la corte de su situación.*
- **Hable con el trabajador social del caso de su hijo.** El programa foster va a designar a un trabajador social para el caso de su hijo quien puede estar en contacto con usted. El trabajador es responsable de cuidar los intereses de su hijo mientras él esta en cuidado foster. También el trabajador social del caso puede arreglar visitas con su hijo mientras usted esté en el centro de detención. También el trabajador puede decirle quien es el abogado del caso de su hijo. .
- **Avísele a su oficial de deportación y al juez de inmigración.** Aunque ni el oficial de deportación ni el juez puedan ayudarle directamente con su hijo en cuidado foster, es importante, de todas maneras, que ellos sepan de la situación. Infórmeles que su hijo está en cuidado foster y de lo que usted quiere que pase si a usted lo/a deportan. Pregúntele a su oficial de deportación si él ha sido contactado por su abogado de la corte de familia.

- **Avísele a su consulado.** Su consulado puede proveer apoyo, ayudarle a conseguir información necesaria y abogar por su familia si sus hijos están en la custodia del estado. Aun si su hijo es ciudadano estadounidense, el consulado puede abogar por usted. Además, su hijo podría tener ciudadanía doble: la de su país de origen y la ciudadanía estadounidense.
- **Avísele a su abogado de inmigración o a FIAC.** Si usted no tiene un abogado de inmigración y sus hijos están en cuidado foster, por favor, llame al número (305) 573-1106 o hable con un representante de FIAC durante una presentación de "Conozca sus derechos."

Voy a ser deportado. ¿Puedo llevarme a mis hijos conmigo?



Si ya había decidido regresar a su país de origen o si usted ha perdido su caso de inmigración y el gobierno esta tratado de deportarlo (por ejemplo, si el gobierno le esta preguntando por sus documentos para viajar y/o su acta de nacimiento y ya no tienes mas citas en la corte), debería preguntarle a su oficial de deportación si es posible que sus hijos regresen al mismo tiempo que usted. Sin embargo, es mejor no depender de la ayuda de su oficial de deportación porque el no es su abogado y no tiene ninguna obligación con usted ni con sus hijos. El trabajo de los oficiales de deportación es deportarlo a usted.

Usted debe tomar los pasos necesarios para coordinar los planes de viaje de sus hijos. Si su hijo esta en cuidado de foster, debería hablar con el abogado del caso familiar y considerar pedir una orden de corte al juez de la corte familiar para reunirse con sus hijos cuando sea deportado (por ejemplo, reunirse con sus hijos cuando usted esté en el aeropuerto). Si su hijo está bajo el cuidado de otra persona, tal como otro padre o el gobierno, puede ser complicado llevarse a sus hijos. A continuación hay instrucciones sobre como llevarse a sus hijos si este es su caso:

- **Si sus hijos nacieron en los EE.UU., debe estar seguro/a que ellos tengan todos sus documentos importantes como sus certificados de nacimiento y las tarjetas de seguro social antes de que salgan del país.** *Vaya a la siguiente página web para un link a la página web del estado donde nació su hijo ahí obtendrá instrucciones para obtener el certificado*: http://www.cdc.gov/nchs/w2w.htm

- **Obtenga un pasaporte para su hijo.**

  - Si su hijo es ciudadano estadounidense y todavía no tiene un pasaporte estadounidense o necesita renovarlo, puede pedir el pasaporte utilizando los formularios en las páginas 20 y 21. Este formulario e instrucciones también están disponible en algunas oficina de correos y por el Internet en el sitio: http://travel.state.gov/passport/get/minors/minors_834.html

    Por favor, lea cuidadosamente las instrucciones en las páginas 17 – 20.
  - Ya que está detenido, necesitará entregar un formulario que se llama "Notarized Statement of Consent or Special Circumstances" (DS-3053). Lea las páginas 23 y 24. Es necesario completar este formulario para explicar porque usted no puede acompañar a su hijo para solicitar su pasaporte. En este caso, usted no puede asistir porque está detenido. Hay que completar la sección 4a en presencia de un notario. Se puede pedir la presencia de un notario mientras usted está detenido (refiérase al manual de detenidos ["detention handbook"] en su centro de detención).
  - Su hijo tiene que aparecer en persona para pedir el pasaporte con su otro padre.
  - Si el otro padre de su hijo no está disponible y el niño no tiene un guardián legal, hay que:
    - Mostrar evidencia que usted tiene custodia exclusiva de su hijo. Aunque una orden de la corte es lo mejor para indicar la custodia exclusiva de su hijo, una carta certificada por un notario desde una oficina de gobierno o de la iglesia puede ser suficiente. Si ha muerto el otro padre, el niño puede llevar el certificado de defunción como evidencia de su custodia exclusiva.

    O

    - Obtener un "Notarized Statement of Consent or Special Circumstances" (DS-3053) del otro padre lo mismo que usted ya habrá completado explicando que no puede acompañar a su hijo porque está detenido. Vea las instrucciones en las líneas anteriores. Vea las instrucciones en las páginas 23 y 24. Este formulario explicará porque no está disponible para aparecer personalmente para pedir el pasaporte con su hijo.

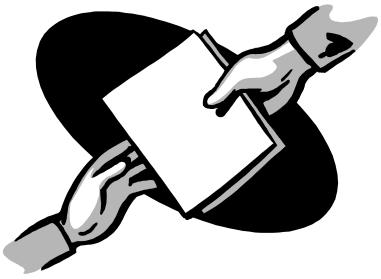
- Si su hijo está bajo cuidado de foster, el trabajador social puede ayudarle a obtener un pasaporte estadounidense para sus hijos.

- A través de un documento notarizado, designe a un guardián para aparecer en persona con su hijo para pedir su pasaporte. Si sólo está firmado por usted (y no incluye la firma del otro padre), el guardián debe mostrar evidencia que usted tiene la custodia exclusiva del niño. Ver la primera sección de este paquete y el formulario de muestra en las páginas 9 y 10 "Statement of Guardianship" que puede ser utilizado para estos fines. ***¡Recuerde, custodia es una responsabilidad poderosa que solamente debería otorgar a alguien a quien le tenga plena confianza!***

- También debe contactar a su consulado para obtener los documentos necesarios para viajar ya que puede ser que sus hijos tengan derecho a doble nacionalidad. Si sus hijos nacieron en los EE.UU., debe estar seguro/a que ellos tengan todos sus documentos importantes como sus certificados de nacimiento y pasaportes antes de que salgan del país.

- Si su hijo no es ciudadano estadounidense, y no tiene el pasaporte de su país de origen, usted necesitará contactar al consulado de la nacionalidad de su hijo para saber más sobre el proceso de solicitar un pasaporte. Mientras esté en detención usted tiene derecho a contactar, sin costo, al consulado de su país de origen .

- **Si su hijo va a viajar con otro adulto, usted necesitará escribir una carta certificada por un notario. Esta carta debe explicar que usted entiende que su hijo esta viajando fuera del país y que usted ha autorizado este viaje.**



  - De acuerdo con el Departamento de Estado de los EE.UU., se requiere documentación especial de todos los adultos viajando con niños menores de edad a causa de las regulaciones internacionales para prevenir el secuestro y el tráfico humano. Así su hijo necesitará una carta certificada por un notario para indicar que su hijo esté permitido viajar internacionalmente sin usted para que las aerolíneas le autoricen el viaje en avión. También contacte a la aerolínea que haya escogido para informarse sobre las instrucciones específicas que permitan a su hijo viajar. La siguiente información general le puede ayudar:

- Si solamente un padre está viajando con el niño, todavía se necesita una carta especial certificada por un notario y escrita por parte del padre que no está acompañando al hijo. Por ejemplo, si su pareja esta viajando con su hijo, es importante que él/ella lleve una carta que indique que usted sabe de los planes de salir del país.
- Si el guardián va a viajar con el niño, también se necesitará una carta certificada por un notario. En su carta usted debe explicar lo siguiente: que la persona que está viajando con su hijo es su guardián, la razón por la cual usted no está presente y su autorización del viaje. Por favor, ver la muestra "Notarized Travel Letter" en la página 25. El guardián debe llevar consigo el "Statement of Guardianship" y otra evidencia de la relación de guardián mientras él/ella esté viajando con el hijo menor de edad. También, contáctese con la aerolínea para averiguar si el niño necesita cumplir con otras regulaciones más específicas.

- **Si su niño está viajando solo desde los EE.UU. a otro país::**
  - Usted y/o el guardián de su hijo debe(n) verificar con la aerolínea, antes de comprar el boleto, si es permitido que el joven viaje solo. Si lo es, averigüe que tipo de documentación se requiere. Generalmente las reglas son:
    - Si su hijo tiene entre 14 y 18 años de edad, es posible que él esté permitido viajar solo si lleva consigo una carta certificada por un notario que explique las circunstancias y que el viaje haya sido autorizado por los padres y/o el guardián. (Por favor, ver "Notarized Travel Letter" en la página 25).
    - Si el hijo tiene entre 5-14 años de edad, en ciertas circunstancias está permitido viajar sin adulto, depende del tipo de vuelo y si tiene cartas certificadas que le dan permiso. Por favor, llame a la aerolínea para averiguar si es necesario llevar un "Notarized Travel Letter" y si requieren otros tipos de documentación. Cada aerolínea tiene sus propias reglas, entonces destacamos la importancia de hacer una llamada para prevenir cualquier dificultad.
    - Si el hijo tiene menos de 5 años, no será permitido tomar el vuelo sin estar acompañado por un adulto. Aun si usted tiene otros hijos con quien su hijo pueda viajar, es necesario que al menos uno de ellos tenga más de 18 años de edad para que pueda acompañar al hijo menor.

- Mientras usted todavía esté en los EE.UU., **avise al consulado de su país de origen de los planes de viaje de sus hijos, especialmente si su hijo es ciudadano estadounidense o si tiene ciudadanía de otro país que no es el mismo del suyo.**

En sus archivos personales, anote el nombre de la persona con quien usted habló, la fecha y lo que esa persona le dijo.

- **Consiga copias de todos los documentos en cuanto al viaje de su hijo y sus circunstancias.** Guarde una copia del "Statement of Guardianship" "Notarized Letter of Travel Permission" y otra información que pueda ser utilizada en caso de urgencia.

- **Para más información, consulte con la aerolínea que su hijo usará para viajar y al Consulado del país hacia donde viaja su hijo.**

STATEMENT OF GUARDIANSHIP
(Declaración del Nuevo Guardián)

STATE OF FLORIDA
COUNTY OF _____

I / We, _____the undersigned, do hereby make,
Nombre de los Padres

constitute and appoint, _____ , DOB(s) _____
Nombre Completo del Guardián(es) *Fecha de Nacimiento del Guardian(es)*

_____, resident(s) of _____, Florida as the legal guardians of
Ciudad de Residencia del Guardian(es)

the person of my child, _____, DOB, _____,
Nombre del Niño/a *Fecha de Nacimiento del Niño/a*

until such time as I / we request the return of full custody to me.

Said person(s) shall have all powers normally bestowed on a legal guardian of the person, including, among other powers, the right to allow or deny medical treatments, the right to obtain health and life insurance, the right to arrange for schooling, the right to feed, clothe and otherwise determine my child's daily care, and the right to obtain a passport for my child. A copy of this Statement of Guardianship shall have the same force and effect as the original.

_____ _____
Signature(s) of Parent (s) Signature(s) of Parent (s)
Firma de la Madre *Firma del Padre*

_____
Signature of Witness 1
Name: _____

Address: _____

STATEMENT OF GUARDIANSHIP, continued
(Declaración del Nuevo Guardián, continuación)

_____
Signature of Witness 2

Name: _____

Address: _____

Notary Signature
Firma del Notario/a

On this _____ day of _____, 2007, personally appeared

_____
Name of Parent(s)

being duly sworn, acknowledged before me that they executed the foregoing Statement of

Guardianship for the purposes therein expressed.

_____
Notary Public, State of Florida

My commission expires: _____

Personally known _____ Produced Identification_____
Type of I.D. Produced:_____

LIMITED POWER OF ATTORNEY
(PODER LIMITADO)

STATE OF FLORIDA
COUNTY OF _____

I, _____, Date
Nombre completo del Principal

of Birth _____, Place of Birth _____
Fecha de nacimiento *Lugar de nacimiento*

Hereby appoint _____, Social Security
Nombre completo del Agente

_____, Address _____
Número de Seguro Social *Dirección del Agente*

_____

☐ As my attorney-in-fact for the purposes of :Sell my home / Rent my home (*Vender/poner en alquiler mi domicilio*):
Address: _____,
Proceeds to be deposited in my bank account at _____ bank,
Account number _____.

☐ End my lease for apartment located at (*Terminar el contrato de arrendamiento ubicado en)*:
Address:_____

☐ Sell my car (*Vender el carro*):
Make, Model, Year: _____

VIN _____
Proceeds to be deposited in my bank account at _____ bank,
Account number _____.

☐ Close my bank account (*Cerrar mi cuenta bancaria*):
Account number:_____

Bank Name: _____

☐ Sell my business/Rent my business/Act on my behalf as owner and operator of my business:
Name: _____
Location: _____,
Proceeds, if applicable, to be deposited in my bank account at _____ bank, account number _____.

☐ Other: _____

_____

_____

_____

I grant my attorney-in-fact full authority to act in any manner that is proper and necessary to the exercise of the powers listed above, and I ratify every act that my attorney-in-fact may lawfully perform in exercising those powers.

_____
Signature of Principal

_____
Signature of Witness 1

Name: _____

Address: _____

_____
Signature of Witness 2

Name: _____

Address: _____

Notary Signature

Sworn to and subscribed before me this _____day of _____.

_____
Notary Public, State of Florida

My commission expires: _____

Personally known _____

Produced Identification_____
Type of I.D. Produced:_____

INSTRUCTIONS FOR POWER-OF-ATTORNEY:

INSTRUCCIONES PARA EL PODER

[Taken from: Public Information, Consumer Information, Florida Powers of Attorney, The Florida Bar found at http://www.floridabar.org/]

What is a Power of Attorney? *¿Qué es el Poder?*
A Power of Attorney is a legal document. In that legal document, the maker of the Power of Attorney gives the right to another person to act for the maker. A Power of Attorney can be very broad or very limited.

El Poder es un documento legal. El que escribe el Poder se llama el Principal. El principal le autoriza o le da permiso al agente para que el agente actúe por el principal. El Poder puede ser muy amplio o muy limitado.

Who is the Principal? *¿Quién es el Principal?*
The "principal" is the maker of the Power of Attorney.
El "Principal" es el que escribe el Poder.

Who is the Attorney-in-Fact? *¿Quién es el Agente?*
The "attorney-in-fact" is the person given the power to act for the principal.
El "agente" es la persona dada el poder o permiso para actuar por el principal.

Who may serve as an attorney-in-fact? *¿Quién puede ser el Agente?*
Any competent person 18 years of age or older may serve as an attorney-in-fact. An attorney-in-fact needs to be chosen carefully. The person must be reliable and trusted by the principal.
Cualquier persona competente de 18 años de edad o más puede servir como un Agente. El Agente necesita ser elegido cuidadosamente. El principal tiene que confiar en esta persona.

What are some uses of a Power of Attorney? *¿Para qué se usa el Poder?*
A Power of Attorney may be used to give another the right to sell a car, home, or other property, to handle financial transactions, or to sign legal documents for the principal. The attorney-in-fact can only perform that acts specified in the power-of-attorney.

El Poder se puede utilizar para dar a otros el derecho de vender un coche, casa, u otra propiedad, para manejar transacciones financieras, o para firmar documentos legales para el Principal. Sólo el Agente puede tener autorización sobre los actos especificados en el Poder.

What if the property I want my attorney-in-fact to sell is jointly owned by my spouse? *¿Qué pasa si quiero que mi Agente venda una propiedad conjunta de mi esposo/a y yo?*

If property is jointly owned, both owners must authorize the attorney-in-fact to act on their behalves.
Si la propiedad es conjunta, ambos dueños tienen que darle la autorización al agente.

What are the responsibilities of an attorney-in-fact? *¿Cuáles son las responsabilidades del Agente?*
The power of attorney gives the attorney-in-fact the power to act for the principal, but an attorney-in-fact must agree to take on that responsibility. Once the attorney-in-fact has taken on the responsibility to act for the principal, he or she has a duty to act wisely.

El Poder le da al agente la autorización de actuar por el principal, pero el agente tiene que estar de acuerdo con tomar esa responsabilidad. Ya cuando el Agente toma esa responsabilidad de actuar por el Principal, él o ella tiene una obligación de hacer decisiones en forma prudente.

Is there a code of conduct for attorneys-in-fact? *¿Hay un código de conducta para los Agentes?*
An attorney-in-fact is a "fiduciary" under the law. This means that the attorney-of-fact must act in good faith on behalf of the principal. A fiduciary must act reasonably and cautiously when acting for the principal. The attorney-in-fact should keep careful records of everything he or she does for the principal. Everything the attorney-in-fact does should be written down. The attorney-in-fact should keep all receipts and copies of all correspondence.

If the attorney-in-fact violates this fiduciary trust, there may be civil and criminal punishments.

Por ley el Agente es un "fiduciario". Esto significa que el Agente tiene que hacer decisiones de parte del principal en buena fe. Un fiduciario tiene que ser razonable y cuidadoso cuando está actuando por el principal. El agente debe guardar expedientes de todo lo que hace por el Principal. El Agente debe anotar todo lo que hace. Debe guardar recibos y copias de correspondencias.

Puede haber castigos civiles y criminales si el Agente viola esta confianza fiduciaria

When does the Power of Attorney take effect? *¿Cuándo empieza el Poder?*
The Power of Attorney takes effect when it is *given* to the attorney-in-fact. There should be a clear understanding between the principal and the attorney-in-fact when the Power of Attorney will take effect. A third party may keep a signed power of attorney and give it to the attorney-in-fact at an agreed upon time or based on the occurrence of an agreed upon event.

El Poder empieza cuando sea dado al Agente. Debe haber una comprensión clara entre el Agente y el Principal en referencia a cuando tendrá efecto el Poder. Una tercera persona puede guardar un Poder firmado y se lo puede dar al Agente a una hora o al ocurrir un evento específico en que hayan quedado.

What does the attorney-in-fact do to act on behalf of the Principal? *¿Qué hace el Agente para actuar por el Principal?*
The attorney-in-fact should make a copy of the Power of Attorney document and show it to any third party (for example, the bank or person with whom you need to deal). Some third parties may ask the attorney-in-fact to sign a document saying they are acting properly. (See below). The third party should accept the Power of Attorney and allow the attorney-in-fact to act for the principal.

El Agente debe hacer copia del documento de Poder y mostrarlo a la tercera persona (por ejemplo, al banco o a otra persona con quien tenga que tratar). Algunas terceras personas pueden pedir que

el Agente firme un documento diciendo que están actuando de manera apropiada. La tercera persona debe aceptar el Poder y permitir que el Agente actué por el Principal.

How should the attorney-in-fact sign when acting as an attorney-in-fact? *¿Cómo debe firmar el Agente cuando esté actuando como Agente?*

An attorney-in-fact should indicate that he or she is signing for the principal. It is best for the attorney-in-fact to write the following after their signature: *El Agente debe indicar que estar firmando por el Principal. Es mejor firmar de la forma siguiente:*

Jon Doe, as attorney-in-fact for Joe Brown.
Juan García, como Agente de José Chávez.

In this example, Jon Doe is the attorney-in-fact. Joe Brown is the principal.
En este ejemplo, Juan García es el Agente. José Chávez es el Principal.

What if a third party refuses to honor the Power of Attorney? *¿Qué pasa si la tercera persona no acepta el Poder?*

A third party can require the attorney-in-fact to sign an affidavit (a sworn or affirmed written statement) saying that he or she is acting validly under the Power of Attorney. See attached sample of an affidavit for an attorney-in-fact to use. The affidavit *is to be given in addition to the Power of Attorney document.* Once the third party has been given this affidavit, they should accept the power of attorney as valid. In the attached affidavit, the "affiant" (the person signing the affidavit) is the attorney-in-fact.

Una tercera persona puede requerirle a un Agente que firme un affidávit (una declaración jurado) que dice que él o ella está actuando válidamente bajo el Poder. Refiérase al ejemplo del affidávit para el Agente que está adjunto. El affidávit tiene que ser usado como adicional al documento del Poder. Una vez que se haya dado el affidávit a la tercera persona, ella de aceptar el Poder como válido. En el ejemplo que esta adjunto, el "affiant" (la persona firmando el affidávit) es el Agente.

How can a Principal revoke a Power of Attorney? *¿Cómo puede el Principal revocar el Poder?*

The Principal must give written notice of a decision to revoke (end) the Power of Attorney. The Principal must also give written notice to any other party who might rely on the Power of Attorney. These written notices should be sent by certified mail.

El Principal tiene que entregar una carta escrita de la decisión de revocar (terminar) el Poder. El Principal también tendrá que darle notificación por escrito a cualquier tercera persona que lo necesite. Estas notificaciones escritas deben de ser mandadas por correo certificado.

AFFIDAVIT OF ATTORNEY-IN-FACT
(AFFIDÁVIT DEL AGENTE)

STATE OF FLORIDA *(ESTADO DE FLORIDA)*
COUNTY OF *(CONDADO)*_____

Before me personally appeared _____ ("Affiant"/ *"el Agente"*) who swore or affirmed that:

1. He / She is the attorney-in-fact named in the Limited Power of Attorney signed by the Principal *(el principal)* _____ on _____(date/*fecha*).

2. This Limited Power of Attorney is currently exercisable by Affiant. The principal is living in _ _____. (city and country or detention facility/*ciudad y país o centro de detención del principal*)

3. To the best of the Affiant's knowledge after diligent search and inquiry:
a. The Principal has not passed away; and
b. The Principal has not revoked, terminated, or suspended the Limited Power of Attorney and there has been no court order declaring the Principal incompetent or the initiation of such court proceedings.

4. Affiant agrees not to exercise any powers granted by the Limited Power of Attorney if Affiant learns that it has been revoked, terminated, or suspended, or is no longer valid because of the death of the Principal or a court order declaring the Principal to be incompetent.

_____
Affiant (Attorney-in-fact/ *el Agente*)

NOTARIAL CERTIFICATE

Sworn to and subscribed before me this _____ day of _____ by Affiant who is personally known to me or who produced _____ as identification.

_____
Notary Public

SEAL

U.S. Department of State

APPLICATION FOR A U.S. PASSPORT

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS.

I applied: Place: _____

Date: _____

FOR INFORMATION, QUESTIONS, AND INQUIRIES: Please visit our website at **travel.state.gov**. In addition, you can contact the National Passport Information Center (NPIC) toll–free at **1–877–487–2778** (TDD: **1–888–874–7793)** or by e–mail at **NPIC@state.gov**. Customer Service Representatives are available M–F, 6AM–12 Midnight Eastern Time (excluding federal holidays). Automated information is available 24/7.

U.S. PASSPORTS, EITHER IN BOOK OR CARD FORMAT, ARE ISSUED ONLY TO U.S. CITIZENS OR NON–CITIZEN NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT BOOK OR PASSPORT CARD. THE PASSPORT CARD IS A U.S. PASSPORT ISSUED IN CARD FORMAT. LIKE THE TRADITIONAL PASSPORT BOOK, IT REFLECTS THE BEARER'S ORIGIN, IDENTITY, AND NATIONALITY AND IS SUBJECT TO EXISTING PASSPORT LAWS AND REGULATIONS. UNLIKE THE PASSPORT BOOK, THE PASSPORT CARD IS VALID ONLY FOR INTERNATIONAL TRAVEL BY LAND OR SEA BETWEEN THE UNITED STATES, CANADA, MEXICO, THE CARIBBEAN AND BERMUDA. IT IS NOT GLOBALLY INTEROPERABLE AND IS NOT VALID FOR TRAVEL BY AIR TO OR FROM ANY FOREIGN DESTINATION.

APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT BOOK AND/OR U.S. PASSPORT CARD

If your most recent passport book and/or passport card was issued less than 15 years ago and you were over 16 years old at the time of issuance, you may be eligible to use Form DS–82 (mail–in or electronic application). Please inquire about eligibility when you apply, visit our website, or contact NPIC. Address any requests for the addition of visa pages to a Passport Agency or a U.S. consulate or embassy abroad. In advance of your departure, check for any visa requirements with consular officials of the countries you will be visiting.

SPECIAL REQUIREMENTS FOR CHILDREN

- **AS DIRECTED BY PUBLIC LAW 106–113 AND 22 CFR 51.28:**

  To submit an application for a child under age 16 both parents or the child's legal guardian(s) must appear and present the following:
  - Evidence of the child's U.S. citizenship,
  - Evidence of the child's relationship to parents/guardian(s), **AND**
  - Parental/guardian identification.

  IF ONLY ONE PARENT APPEARS YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:
  - Second parent's notarized written statement consenting to passport issuance for the child,
  - Primary evidence of sole authority to apply, **OR**
  - A written statement (made under penalty of perjury) explaining the second parent's unavailability.

- **AS DIRECTED BY REGULATION 22 CFR 51.21 and 51.28:**

  Each minor child applying for a passport book and/or passport card must appear in person.

WHAT TO SUBMIT WITH THIS FORM:

1. PROOF OF U.S. CITIZENSHIP (Evidence of U.S. citizenship that is not damaged, altered, or forged will be returned to you.)
2. PROOF OF IDENTITY
3. TWO RECENT COLOR PHOTOGRAPHS, **AND**
4. FEES (Please visit our website at **travel.state.gov** for current fees.)

WHERE TO SUBMIT THIS FORM:

Please complete and submit this application in person to one of the following acceptance agents: a clerk of a Federal or State court of record or a judge or clerk of a probate court accepting applications; a designated municipal or county official; a designated postal employee at an authorized post office; or an agent at a Passport Agency (by appointment only) in Boston, Chicago, Aurora CO, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Norwalk CT, Philadelphia, San Francisco, Seattle, or Washington DC; or a U.S. consular official at a U.S. embassy or consulate, if abroad. To find your nearest acceptance facility, visit our website or contact the National Passport Information Center.

See Instruction Page 2 for detailed information on the completion and submission of this form.

WARNING: False statements made knowingly and willfully in passport applications, including affidavits or other documents submitted to support this application, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542, and/or 18 USC 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents are subject to verification.

1. PROOF OF U.S. CITIZENSHIP

a. APPLICANTS BORN IN THE UNITED STATES: Submit a previous U.S. passport or **certified** birth certificate. A birth certificate must include your full name, the full name of your parent(s), date and place of birth, sex, date the birth record was filed, and the seal or other certification of the official custodian of such records.

1) If the birth certificate was filed more than 1 year after the birth: It must be supported by evidence described in the next paragraph.
2) If no birth record exists: Submit a registrar's notice to that effect. Also submit a combination of the following: an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, or newspapers or insurance files. Notarized affidavits of persons having knowledge of your birth may be submitted in addition to at least one record listed above. Evidence should include your given name and surname, date and place of birth, and the seal or other certification of the office (if customary) and the signature of the issuing official. Visit travel.state.gov for details.

b. APPLICANTS BORN OUTSIDE THE UNITED STATES: Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad, or evidence described below.

1) If You Claim Citizenship Through Naturalization Of Parent(s): Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, **and** proof of your admission to the United States for permanent residence.
2) If You Claim Citizenship Through Birth Abroad To One U.S. Citizen Parent: Submit a Consular Report of Birth (Form FS–240), Certification of Birth (Form DS–1350 or FS–545), **or** your foreign birth certificate, proof of citizenship of your parent, your parents' marriage certificate, **and** an affidavit showing all of your U.S. citizen parent's periods and places of residence/physical presence in the United States and abroad before your birth.
3) If You Claim Citizenship Through Birth Abroad To Two U.S. Citizen Parents: Submit a Consular Report of Birth (Form FS–240), Certification of Birth (Form DS–1350 or FS–545), **or** your foreign birth certificate, parents' marriage certificate, proof of your parents' citizenship, **and** an affidavit showing all of your U.S. citizen parents' periods and places of residence/physical presence in the United States and abroad before your birth.
4) If You Claim Citizenship Through Adoption by a U.S. Citizen Parent(s): Submit evidence of your permanent residence status, full and final adoption, **and** your U.S. citizen parent(s) evidence of legal and physical custody. (Please note: Acquisition of U.S. citizenship for persons born abroad and adopted only applies if the applicant was born on or after 02/27/1983.)

c. ADDITIONAL EVIDENCE: When necessary, we may ask you to provide additional evidence to establish your claim to U.S. citizenship.

2. PROOF OF IDENTITY

You must establish your identity to the satisfaction of the acceptance agent.

You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous or current U.S. passport book; previous or current U.S. passport card; driver's license (not temporary or learner's license); Certificate of Naturalization, Certificate of Citizenship; military identification; or federal, state, or municipal government employee identification card or pass. Temporary or altered documents are not acceptable. When necessary, we may ask you to provide additional evidence to establish your identity.

IF YOU CANNOT PROVIDE DOCUMENTARY EVIDENCE OF IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen, non–citizen U.S. national, or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DS–71) before the acceptance agent. You must also submit some identification of your own.

3. TWO RECENT COLOR PHOTOGRAPHS

Submit two identical color photographs of you alone, sufficiently recent to be a good likeness of you (taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch and not more than 1–3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin paper with plain light (white or off–white) background. The photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full–length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)

4. FEES

a. **If you are 16 years of age or older:** Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)

b. **If you are under 16 years of age:** Your passport will be valid for 5 years from the date of issue except where limited by the Secretary of State to a shorter period. (See information below about the additional cost for expedited service.)

*BY LAW, THE PASSPORT FEES ARE NON–REFUNDABLE. PLEASE VISIT OUR WEBSITE AT **TRAVEL.STATE.GOV** FOR CURRENT FEES.*

- **The passport processing, execution, and security fees may be paid in any of the following forms**: Checks (personal, certified, traveler's); major credit card (Visa, Master Card, American Express, and Discover); bank draft or cashier's check; money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. All fees should be payable to the "U.S. Department of State" or if abroad, the appropriate U.S. embassy or U.S. consulate. When applying at a designated acceptance facility, the execution fee will be paid separately and should be made payable to the acceptance facility. **NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment.**
- **For faster processing**, you may request expedited service. Please include the expedite fee in your payment. Our website contains updated information regarding fees and processing times for expedited service. Expedited service is available only in the United States.
- **If you desire OVERNIGHT DELIVERY SERVICE** for the return of your passport, please include the appropriate fee with your payment.
- An additional fee will be charged when, upon your request, the U.S. Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.
- **For applicants with U.S. Government or military authorization for no–fee passports**, no fees are charged except the execution fee when applying at a designated acceptance facility.
- If you choose to provide your e–mail address in Item #8 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a U.S. passport or renewal of a U.S. passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a $500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.
You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one–time fee of $25, which we will also collect by EFT.

REMITTANCE OF FEES

31 U.S.C. 7701 requires persons "doing business" with a federal agency to provide their Social Security Numbers to that agency. Because the Department of State collects fees for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 U.S.C. 214, 22 CFR 22.1, and 22 CFR 51.50–56) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900–904). In accordance with the Debt Collection Improvement Act (Pub.L. 104–134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred.

In addition, non–payment of passport fees may result in the invalidation of your passport. An invalidated passport cannot be used for travel.

OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a U.S. passport.

PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 85 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT BOOK AND/OR PASSPORT CARD STOLEN

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport book or more than one valid or potentially valid U.S. passport card at a time. Therefore, when a valid or potentially valid U.S. passport book or U.S. passport card cannot be presented with a new application, it is necessary to submit a Form DS-64, Statement Regarding a Lost or Stolen Passport. Your statement must detail why the previous U.S. passport book and/or U.S. passport card cannot be presented.

The information you provide regarding your lost or stolen U.S. passport book or U.S. passport card will be placed into our Consular Lost/Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport book or U.S. passport card. Anyone using a passport book or passport card reported as lost or stolen may be detained upon entry into the United States. Should you locate the U.S. passport book or U.S. passport card reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport book or passport card for travel.

PROTECT YOURSELF AGAINST IDENTITY THEFT
REPORT YOUR LOST OR STOLEN PASSPORT BOOK OR PASSPORT CARD!

For more information or to report your lost or stolen passport book or passport card by phone, call NPIC or visit our website at travel.state.gov.

ACTS OR CONDITIONS

(If any of the below–mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship/nationality, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a et seq.; 26 U.S.C. 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non–citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State–05) and Passport Records (State–26) published in the Federal Register.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

ELECTRONIC PASSPORT STATEMENT

The State Department has begun issuing a new type of passport book containing an embedded electronic chip and called an "Electronic Passport". The new passport book continues to be proof of the bearer's United States citizenship/nationality and identity, and looks and functions in the same way as a passport without a chip. The addition of an electronic chip in the back cover enables the new passport book to carry a duplicate electronic copy of all information from the data page. The new passport book is usable at all ports–of–entry, including those that do not yet have electronic chip readers.

Use of the electronic format provides the traveler the additional security protections inherent in chip technology. Moreover, when used at ports–of–entry equipped with electronic chip readers, the new passport book provides for faster clearance through some of the port–of–entry processes.

The new passport book does not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, which protects the data on the chip from unauthorized reading.

The cover of the new passport book is printed with a special symbol representing the embedded chip. The symbol will appear in port–of–entry areas where the electronic passport book can be read.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO–FEE PASSPORTS

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.

APPLICATION FOR A U.S. PASSPORT

OMB APPROVAL NO. 1405-0004
EXPIRATION DATE: 12-31-2010
ESTIMATED BURDEN: 85 MIN

Attention: see WARNING on page two of instructions

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

☐ U.S. Passport Book ☐ U.S. Passport Card

The U.S. passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. Please visit our website for detailed information.

☐ R ☐ D ☐ O ☐ DP

End. #_____ Exp _____

1. Name *Last*

First & Middle

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

3. Sex ☐ M ☐ F

4. Place of Birth *(City & State or City & Country as it is presently known)*

5. Social Security Number

6. Mailing Address: *Street/RFD # or P.O. Box*

Apartment or unit #

City

State

Zip Code *(Zip + 4 if known)*

In Care Of or Country, if applicable

7. Contact Phone Number

☐ Home ☐ Cell ☐ Work

8. Email Address *(Optional)*

9. Have You Ever Used A Different Name *(Maiden, Previous Marriage, Legal Name Change)? If yes, please complete. (Attach additional pages if needed)*

1.

2.

STAPLE 2" X 2" STAPLE

From 1" to 1 3/8"

Submit two recent, color photographs

10. Parents' Information

Father's Name - First & Middle

Last

Date of Birth *(mm/dd/yyyy)*

Father's Place of Birth

U.S. Citizen? ☐ Yes ☐ No

Mother's Name - First & Middle

Last (Maiden)

Date of Birth *(mm/dd/yyyy)*

Mother's Place of Birth

U.S. Citizen? ☐ Yes ☐ No

CONTINUE TO PAGE 2

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH.

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 the reverse side 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 submitted with this application is a genuine, current, photograph of me; and 5)I have read and understood the warning on page two of the instructions to the application form.

x _____

Applicant's Signature - age 16 and older

x _____

Father's/Legal Guardian's Signature (if identifying minor)

x _____

Mother's/Legal Guardian's Signature (if identifying minor)

Identifying Documents - Applicant or Father (if identifying minor)

☐ Driver's License ☐ Passport ☐ Military ☐ Other _____

Issue Date _____ Expiration Date _____ Place of Issue _____

Name _____ ID No _____

Identifying Documents - Mother (if identifying minor)

☐ Driver's License ☐ Passport ☐ Military ☐ Other _____

Issue Date _____ Expiration Date _____ Place of Issue _____

Name _____ ID No _____

☐ Acceptance Agent ☐ (Vice) Consul USA ☐ Passport Services Staff Agent

Facility Name/Location _____

Subscribed and sworn to (affirmed) before me:

Facility/Agent ID Number

(Seal)

_____ Date _____

Signature of person authorized to accept applications

PPT Fee_____ EF_____ Postage_____ Other_____

DS 11 10 2007 1

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

11. Height | **12. Hair Color** | **13. Eye Color** | **14. Occupation** | **15. Employer**

16. Additional Contact Phone Numbers

☐ Home ☐ Cell ☐ Work ☐ _____ ☐ Home ☐ Cell ☐ Work ☐ _____

17. Permanent Address: *Street/RFD # (No P.O. Box)* | Apartment or unit #

City | State | Zip Code

18. 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 or unit #

City | State | Zip Code | Phone Number | Relationship

19. Travel Plans

Date of Trip *(mm/dd/yyyy)* | Length of Trip | Countries to be visited

20. Have you ever been married? ☐ Yes ☐ No If yes, complete the remaining items in #20.

Current spouse's or most recent former spouse's name | Place of birth | Date of marriage *(mm/dd/yyyy)* | Widowed? ☐ Divorced? ☐ | Date *(mm/dd/yyyy)*

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

Your name as listed on your most recent passport book | Most recent passport book number

Status of your most recent passport book

☐ In My Possession ☐ Stolen ☐ Lost ☐ Other _____

Approximate date your most recent passport book was issued or date you applied *(mm/dd/yyyy)*

22. Have you ever been issued a U.S. Passport Card? ☐ Yes ☐ No If yes, complete the remaining items in #22.

Your name as listed on your most recent passport card | Most recent passport card number

Status of your most recent passport card

☐ In My Possession ☐ Stolen ☐ Lost ☐ Other _____

Approximate date your most recent passport card was issued or date you applied *(mm/dd/yyyy)*

STOP! PLEASE DO NOT WRITE BELOW THIS LINE

FOR ISSUING OFFICE ONLY ☐ Sole Parent ☐ Both

Name as it appears on citizenship evidence _____

☐ Birth Certificate SR CR City Filed/Issued:

☐ Report of Birth 240 545 1350 Filed/City:

☐ Naturalization / Citizenship Certificate A# Date Acquired:

☐ Passport Issue Date:

☐ Other:

☐ Attached:

DS 11 10 2007 2

U.S. Department of State

STATEMENT OF CONSENT OR SPECIAL CIRCUMSTANCES: ISSUANCE OF A PASSPORT TO A MINOR UNDER AGE 16

OMB APPROVAL NO: 1405-0129
EXPIRATION DATE: 12-31-2010
ESTIMATED BURDEN: 60 Minutes

WARNING: False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

FORM INSTRUCTIONS

1. **Complete items 1, 2, and 3.**
2. **Complete item 4a**, Statement of Consent, only if you are a non-applying parent or guardian consenting to the issuance of a passport for your minor child. **NOTE: Your signature must be witnessed and notarized in item 4b.**
3. **Complete item 5**, Statement of Special Circumstances, only if you are an applying parent or guardian and the written consent of the non-applying parent or guardian cannot be obtained.

1. MINOR'S NAME

Last		First		Middle	

2. MINOR'S DATE OF BIRTH (mm/dd/yyyy)	3. YOUR RELATIONSHIP TO MINOR

4a. STATEMENT OF CONSENT

To be completed by the non-applying parent or guardian when he or she will not be present at the time the applying parent or guardian submits the minor's application.

I, _____, give my consent to the issuance of a United States passport to my minor child
Print Your Name

named on this application.

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

_____ Signature of Parent or Guardian

_____ Date (mm/dd/yyyy)

4b. STATEMENT OF CONSENT NOTARIZATION

Name of Notary _____
Print Name

Location _____
City, State

Commission Expires _____
Date (mm/dd/yyyy)

Signature of Notary _____

Date of Notarization _____
Date (mm/dd/yyyy)

NOTARY SEAL

Identification Presented by Non-Applying Parent or Guardian:

☐ Driver's License ☐ Passport ☐ Military Identification
☐ Other (*specify*) _____
Place of Issue _____ Issue Date _____
ID Number _____

5. STATEMENT OF SPECIAL CIRCUMSTANCES

To be completed by applying parent or guardian when the written consent of the non-applying parent or guardian cannot be obtained. (Use back of form if additional space is needed.)

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

_____ Signature of Parent or Guardian

_____ Date (mm/dd/yyyy)

DS-3053
02-2008

Page 1 of 2

CONTINUATION OF STATEMENT OF SPECIAL CIRCUMSTANCES:

FOR INFORMATION, QUESTIONS, AND INQUIRIES:

Please visit our website at **travel.state.gov**. In addition, contact the National Passport Information Center (NPIC) toll-free at **1-877-487-2778** (TDD: **1-888-874-7793**) or by e-mail at **NPIC@state.gov**. Customer Service Representatives are available M-F, 6AM-12AM ET (excluding federal holidays). Hours and days may be extended in relation to call volume. Automated information is available 24/7.

PRIVACY ACT STATEMENT

AUTHORITIES: The information solicited on this form is requested pursuant to 22 U.S.C. 211a, 212, 213, and Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR 51.28.

PURPOSE: The primary purpose is to document the notarized written consent of a parent or legal guardian to the issuance of a U.S. passport to a child under sixteen years of age, or, alternatively, to document the existence of exigent or special family circumstances, when the parent or legal guardian is not present when an application is made for issuance of a U.S. passport for the child.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of U.S. citizens and non-citizen nationals abroad. The information may be made available to private U.S. citizen 'wardens' designated by the U.S. embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: You are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a U.S. passport.

PAPERWORK REDUCTION ACT STATEMENT

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) Washington DC 20520.

SAMPLE NOTARIZED LETTER OF PERMISSION FOR CHILD TO TRAVEL
(Muestra de la Carta Certificada por el Notario para el permiso de Viaje de Menores)

To Whom It May Concern:

This letter is to authorize my child's travel internationally with (*full name of person traveling with your child/Nombre de la persona viajando con mi hijo*), who is my child's (*other parent OR appointed guardian/especifique si la persona es el otro padre O guardián legal*). My child is:
Name *(Nombre)* : _____
Place of Birth *(Lugar de Nacimiento):* _____
Date of Birth *(Fecha de Nacimiento):* _____

I am currently unable to travel with my child because I am in immigration detention. My contact information while I am in immigration custody is as follows:
My Full Name *(Su nombre completo):* _____
My "A" Number (identification number for Immigration/*mi número de inmigrante*): ____
_____
Place of Detention *(lugar donde está detenido/a)*: (*For example: Broward Transitional Center, 3900 Powerline Rd., Pompano Beach, FL*)
Phone Number of Detention Center *(número de teléfono del lugar donde está detenido/a)*:
_____

[If you have an attorney, include/si tiene un abogado, inclúyalo:] I may also be reached through my attorney, (*name of attorney and contact information/nombre de abogada y información de contacto*)

I will be deported to (*name of country/ nombre del país adonde lo/a van a deportar*). My child is traveling internationally in order to join me there. My child's travel plans are as follows:
Date of flight *(día del vuelo)*: _____
Flight departing from *(el vuelo sale de)*: _____
Flight arriving to *(el vuelvo llega a)*: _____
Airline and flight number *(Aerolínea y Número del vuelo)*: _____

With my signature below, I give full consent and permission for my child to travel on the above named flight to (*country/país*) with (*name of person traveling with child/ nombre de la persona viajando con el niño*).
Signed *(Firma)*: _____Executed on *(Fecha)*: _____
Full Printed Name *(Nombre con letra de imprenta)*:_____

Notarial Certificate *(Certificado del Notario)*
STATE OF FLORIDA / COUNTY OF _____

This Letter of Permission for Child to Travel was sworn to (or affirmed) and subscribed before me this _____ day of _____, 2_____, by _____ who is personally known by me or presented _____ as identification.

_____
Signature of Florida Notary Public

SAMPLE SAMPLE SAMPLE