



# First U.S. Passport Application

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

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

- Original long form of the **U.S. birth certificate** 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 **Iranian birth certificates** (shenasnameh) of the whole family (i.e. applicant and parents) along with their **English translations**, certified by the Iranian Ministry of Foreign Affairs;
- Social Security card/number of the applicant and his/her family;
- **Iranian passport with which the applicant's mother** traveled to the U.S. while pregnant (before giving birth to the baby) and entered Iran with the infant/child. If the passport is no longer valid, the valid Iranian passport of the mother is also required;
- **Documents related to the birth** of the applicant in the U.S. (i.e. Hospital birth certificate, I'm a Boy/ Girl card, wristbands, immunization record, all relevant medical records, etc.);
- **Valid Iranian passports** of the applicant and the rest of the family (i.e. father and siblings);
- **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.**  
See also [www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements\\_en.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf).
- If the applicant's is no longer a baby you are required to present some chronological family photos, showing the chronological years of growth of the applicant, starting from the pregnancy of the mother. Therefore, please bring some family photos to your appointment.
- All **personal information** as required by the passport application forms has to be completed in advance, **before** showing up for your appointment. Please **do not sign** the forms. Applicants who have not completed their forms will be asked to reschedule.  
DS-11 "U.S. passport application"  
[https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11\\_06-2016\\_FI-public.pdf](https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11_06-2016_FI-public.pdf)
- **Presence of both parents and the child/children** at the time of application is mandatory. In case a parent will be 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" <https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-3053.pdf> and have it notarized or if one parent has passed away, the original death certificate is required.

#### **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.**