



**U.S. Department of State**  
**STATEMENT OF EXIGENT/SPECIAL FAMILY CIRCUMSTANCES**  
**FOR ISSUANCE OF A U.S. PASSPORT TO A MINOR UNDER AGE 16**

**USE OF THIS FORM**

Passport applications for minors under the age of 16 require both custodial parents/legal guardians' signatures unless a notarized, written statement of consent from the non-applying custodial parent/legal guardian is provided.

**If you have a current court order reflecting full/sole custody or granting permission to obtain a passport, it is likely you will not need to fill out this form.** Court orders must be submitted with the minor's passport application.

**Use this form only if the notarized, written consent of a parent or legal guardian with custody of the minor applicant under 16 cannot be obtained.** Your statement in the form must explain the reason why you cannot obtain the notarized statement of consent. You must justify that there are exigent or special family circumstances that make two parent/guardian consent unobtainable. Please note completion of this form does not guarantee passport issuance.

Your request may qualify as a exigent circumstance if there is a time-sensitive emergency and the inability of the minor to obtain a passport would jeopardize the minor's health or welfare and safety or welfare of the minor or would result in the minor being separated from the rest of his or her traveling party.

Your request may qualify as a special family circumstance if the minor's family situation makes it exceptionally difficult or impossible for one or both of the minor's custodial parents/legal guardians to provide the notarized, written consent.

**FORM INSTRUCTIONS**

1. **Please complete the questions on this form to the best of your knowledge.** Generally, the more information you are able to provide, the faster we may be able to process your minor child's U.S. passport application. For example, if you are unsure of an exact address, please provide the city, state, or street name if you can recall them. Passport Services will consider all the information derived from the form in its entirety.

2. If you need more space to respond to a question, please write the rest of your response on a separate sheet of paper.

**FOR MORE INFORMATION AND/OR QUESTIONS**

For passport and travel information, please visit our website at [travel.state.gov](http://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](mailto:NPIC@state.gov). Customer Service Representatives are available Monday-Friday, 8:00a.m.-10:00p.m. Eastern Standard Time (excluding federal holidays). Automated information is available 24/7.

For information on International Parental Child Abduction, please visit [www.travel.state.gov/childabduction](http://www.travel.state.gov/childabduction) or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by e-mail at [PreventAbduction1@state.gov](mailto:PreventAbduction1@state.gov).

**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 U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.**

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad.

More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and State-26, Passport Records.

**DISCLOSURE:** Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

**PAPERWORK REDUCTION ACT STATEMENT**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. Responding to this collection of information is required to obtain a benefit. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Legal Affairs and Law Enforcement Liaison, Attn: Forms Officer, 44132 Mercure Cir, P.O. Box 1227, Sterling, Virginia 20166-1227.



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OMB CONTROL NO. 1405-0216  
 OMB EXPIRATION DATE: 08-31-2019  
 ESTIMATED BURDEN: 30 Minutes

<b>1. Minor's Name</b> <i>(Last, First, Middle)</i>		<b>2. Minor's Date of Birth</b> <i>(mm/dd/yyyy)</i>	
<b>3. Applying Parent/Guardian's Name</b> <i>(Last, First, Middle)</i>			
<b>4. Non-Applying Parent/Guardian's Information</b>			
Last Name		First & Middle Name	
Date of Birth <i>(mm/dd/yyyy)</i>		Other Names They May Have Used	
Street			Apartment No.
City	State	ZIP Code	Country
Telephone Number: (____) _____		E-mail Address: _____	
<b>5. Has any court, either in the United States or abroad, ever issued an order/decreed that references the custody or travel of the minor child in question? (Examples include a divorce decree, custody order, protection order, stay away order, restraining order, etc.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, you <b>must</b> submit a complete, signed, and dated copy of the most recent order(s)/decree(s) with this form.</i>			
<b>6. Is the non-applying parent/guardian currently incarcerated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, submit evidence of incarceration with this form, such as a letter from the convicting criminal court, a copy of the incarceration court order, or a copy of the on-line inmate locator page.</i>			
<b>7. Describe your attempts to contact the Non-Applying Parent.</b> <i>(If you need more space, continue on a separate paper.)</i>			
<b>By Mail</b> Number of times: _____ Approximate Dates: _____ Result: _____			
<b>Phone</b> Number of times: _____ Approximate Dates: _____ Result: _____			
<b>E-mail</b> Number of times: _____ Approximate Dates: _____ Result: _____			
<b>Social Media</b> Number of times: _____ Approximate Dates: _____ Result: _____			
<b>Other</b> Have you attempted to contact through a friend or relative? If so, please fill out the information below.			
Name: _____		How they know the non-applying parent: _____	
<small><i>Ex: John Smith</i></small>		<small><i>Ex: Works with Non-Applying Parent</i></small>	
Address: _____		_____	
<small><i>Street</i></small>		<small><i>City</i></small>	
<small><i>State or Country</i></small>			
Phone: _____		Approximate Dates: _____ Result: _____	
Name: _____		How they know the non-applying parent: _____	
<small><i>Ex: John Smith</i></small>		<small><i>Ex: Works with Non-Applying Parent</i></small>	
Address: _____		_____	
<small><i>Street</i></small>		<small><i>City</i></small>	
<small><i>State or Country</i></small>			
Phone: _____		Approximate Dates: _____ Result: _____	
<b>8. Please explain in detail the reason for your request to issue a U.S. passport book and/or card without the non-applying parent/guardian's consent.</b> <i>(If you need more space, please continue on a separate paper.)</i>			
<b>OATH: I declare under penalty of perjury that all statements made in this supporting document are true and correct.</b>			
<b>Signature of Parent or Legal Guardian:</b>		<b>Date</b> <i>(mm/dd/yyyy):</i>	