

DS-3053 Statement of Consent: completion guide and worksheet

Use this worksheet to draft every answer the DS-3053 asks for before you meet a passport authorizing officer or notary. It follows the four sections of the current edition of the form, DS-3053 10-2024.

This worksheet is not the government form and cannot be submitted in its place. Download the official DS-3053 free from eforms.state.gov/Forms/ds3053.pdf, then copy your answers across in black ink. Do not sign anything until the officer or notary asks you to.

BEFORE YOU START

- ☐ Download the current edition, DS-3053 10-2024, from eforms.state.gov
- ☐ Confirm who cannot appear in person. That parent or guardian is the affiant, and they fill in sections 1 to 3
- ☐ Have the child's passport application, Form DS-11, in front of you so the names match
- ☐ Line up a passport authorizing officer or notary who is not related to the affiant
- ☐ Photocopy the front and back of the photo ID the affiant will present
- ☐ Plan the filing date. Consent lapses 90 days after the officer or notary signs

SECTION 1 • CHILD APPLYING FOR A U.S. PASSPORT

Who fills it in: the non-applying legal parent or legal guardian, printing the child's name exactly as it appears on Form DS-11.

a. Child's name (LAST, FIRST MIDDLE)

b. Child's birthdate

Example: SMITH, JOHN ROBERT

mm - dd - yyyy

- ☐ Check if the child is age 16 or 17

Watch out: a middle name on one form and not the other is enough to stall the application. Copy the DS-11 spelling character for character.

SECTION 2 • ADULT APPLYING IN PERSON WITH CHILD UNDER AGE 16

Who fills it in: still the affiant. This section names the adult who will stand at the counter with the child, which is usually the other parent.

a. Applying adult's name (LAST, FIRST MIDDLE)

b. Applying adult's relationship to the child

- ☐ Legal parent
- ☐ Legal guardian
- ☐ Third party

Watch out: the third party option is what lets a grandparent, a relative or another trusted adult file the application. Both legal parents must consent for that.

SECTION 3 • STATEMENT OF CONSENT FOR PASSPORT ISSUANCE TO THE CHILD

Who fills it in: the affiant. Print the full name of each legal parent or guardian who cannot appear in person, then give their address and contact details.

1) Non-applying legal parent or guardian

2) Second non-applying parent or guardian, if any

Restriction on the consent, only if you want one

Write "Issue passport book only" or "Issue passport card only". Leave it blank and the consent covers both.

1) Address and contact details

Street address

City, state or country, ZIP code

Phone

Email

2) Address and contact details ☐ Same as 1

Street address

City, state or country, ZIP code

Phone

Email

SECTION 4 • OATH OR AFFIRMATION

Stop here. Do not sign the official form until the passport authorizing officer or notary asks you to. Signing early voids the notarization and you start again on a fresh form.

Draft the identifying document details below, then present that same document at the appointment. Section 4 also holds the officer or notary's own block, so there is no section 5 on this form.

Identifying document the affiant will present

- ☐ Driver's license ☐ Passport ☐ Military ☐ Other

Name as printed on the document		ID number
Place of issue	Issue date	Expiration date

THE OFFICER OR NOTARY COMPLETES THIS PART

Leave it blank. The passport authorizing officer or notary signs, dates and seals it after watching the affiant sign, and the two dates must match.

Officer or notary signature	Date	Location (agency or city, state)	SEAL
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BEFORE YOU HAND IT IN

- ☐ Every field is completed in black ink, with no crossings out. An error means a fresh form
- ☐ The affiant's signature date and the officer or notary's date are the same day
- ☐ A photocopy of the front and back of the presented photo ID is attached
- ☐ The original notarized form travels with Form DS-11 to the acceptance facility, not a copy
- ☐ The application is filed within 90 days of the officer or notary's signed date
- ☐ Signing abroad? Check whether your country requires a U.S. embassy or consulate instead of a local notary

WHEN CONSENT WORKS DIFFERENTLY

The DS-3053 is not the answer to every family situation. Use this table to check which document the acceptance facility will be looking for.

Situation	What the Department of State asks for
Both parents can attend	No DS-3053. Both legal parents or guardians appear in person with the child.
One parent cannot attend	That parent completes and swears a DS-3053, or an equivalent notarized written statement carrying the same details.
Neither parent can attend	Both complete the form and name the same third party in section 2, so that adult can file for the child.
Child is 16 or 17	One parent's awareness is normally enough. The authorizing officer can still ask for written consent, so check the box in section 1.
Sole legal authority	No consent needed if you can evidence it: a death certificate, a sole custody order, or a birth certificate naming one parent.
Second parent cannot be found	File Form DS-5525 instead, or a statement made under penalty of perjury explaining in detail why they cannot be reached.
An institution holds guardianship	A certified court order, a signed authorization on the institution's letterhead, and the named employee's photo ID.
Affiant is outside the U.S.	Some countries require notarization at a U.S. embassy or consulate. Check that country's embassy page first.

KEEPING THE PAPERWORK STRAIGHT

Practices that hand out forms like this one, whether it is a consent, an intake pack or an aftercare sheet, run into the same problem: nobody knows which copy is current or who has signed. Pabau, our practice management software, sends the right version out, captures the signature, and files it against the record automatically. See it at www.pabau.com/book-demo.

Source: U.S. Department of State, Form DS-3053, edition 10-2024, OMB control number 1405-0129. Pabau publishes this worksheet as a planning aid and is not affiliated with the Department of State.