

List of required documents for a “Travel Document for foreign Minors - DCEM” at the Préfecture

(Original documents + photocopies – Remember to keep the original copies following their presentation!)

Documents for the parent(s) with parental authority

- A « [Lettre suivie](#) », already stamped, mentioning your name and address (to be bought at La Poste);
- A **45€ tax** to be paid in revenue stamps (to be bought in tobacco shops)
- Valid **passport and residence permit** of at least one of the parents (copy of all pages with writing and stamps);
- If parents are divorced: judgement specifying who will have parental authority (**divorce certificate**), translated into French by [a sworn translator certified by a French Court of Appeal](#);
- **Proof of residence** (less than 3 months old)
 - If renting accommodation: electrical bill (or gas, water, landline phone, Internet access), housing insurance certificate or a *taxe d’habitation* (“housing tax”) statement.
 - If staying at a hotel or residence: an *attestation de domicile* (“residence certificate”) + bill for last month's rent.
 - If lodged by a private individual: a handwritten *attestation de domicile* (“residence certificate”) provided by the lodger + original and copy of a proof of residence (less than 3 months old) in his/her name + a copy of the lodger’s proof of identity.

Documents for the parent(s) with parental authority

- 2 recent **ID photos**;
- **Family record book** or **birth certificate** translated into French by [a sworn translator certified by a French Court of Appeal](#). The birth certificate must specify the filiation (mother’s and father’s names);
- **Valid passport** (copy of all pages with writing and stamps) **and entry visa** if applicable;
- For children who are not at school or in kindergarden: health record book (with each visit validated by a doctor’s stamp) or recent doctor’s certificate stating that he regularly sees the child ;
- For children at school or in kindergarden:
 - If the child has just arrived: certificate of school/kindergarden attendance for the current year with stamp of the school;
 - If the child is registered at school for more than a year: all the certificates of school attendance since the child arrived in France

To apply for a DCEM you need to
[take an online appointment with the Préfecture](#)

The **presence of the child and of at least one of his/her parents** is mandatory to apply for the DCEM and to pick up the document once ready.

