For new passport applications, you should bring...

NEW PASSPORT Checklist

1. Your completed application (Black pen must be used)
   □ Form DS-11: Application for a U.S. Passport
   □ Do not sign application until instructed to do so by Acceptance Agent
   □ See www.travel.state.gov for more details and more printable forms

2. Proof of U.S. Citizenship (One of the following):
   □ Certified birth certificate issued by the city, county, or state
   □ Consular Report of Birth Abroad or Certification of Birth
   □ Previously issued, undamaged U.S. Passport
   □ Naturalization Certificate
   □ Certificate of Citizenship

3. Primary identification (one of the following):
   □ Previously issued, undamaged U.S. Passport
   □ Naturalization Certificate
   □ Valid Driver’s License
   □ Current Military ID (military or dependents)
   □ Current Government ID (city, state, or federal)
   □ Applicants under 18: parent/legal guardian may present their ID if applicant does not possess identification.

4. Appearing parent/guardian (For minors 15 years and younger):
   □ Applicants age 15 and younger will need both parents/legal guardians present, with proper identification
   □ If only one parent/legal guardian can appear, Form DS-3053 must be submitted with application (see www.travel.state.gov for more details and printable forms).
   □ If only one parent/guardian is legally responsible, they must submit proof of sole legal custody.

5. One passport photo
   □ An official color passport photo. It should be 2”x2” with a full-face, front view, a plain white or off-white back-ground, and should have been taken within the past 6 months.
   *For an additional $10, Lincoln County Register of Deed’s Passport Agents can take your photo.*

6. Payment for Application Fees
   □ Two fees are payable at the time of application:
   □ Payment to the Department of State must be made by check or money order.
   □ Payments to the Lincoln County Register of Deeds can be made by cash, debit/credit or money order.
   □ For current passport fees, visit the Passport Fees page at www.travel.state.gov