

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