



NEW PASSPORT CHECKLIST

For new passport applications, you should bring...

1 Your completed application (Black pen must be used)

- Form DS-11: *Application for a U.S. Passport* (Forms are available in our office)
- 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-minors 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 background, and should have been taken within the last six months.

For an additional \$10, Randolph County Register of Deeds Passport Service Staff can take your photo.

6 Payment for Application Fees

- Two fees are payable at the time of application:
 1. Payment to the Department of State must be made by **check or money order**.
 2. Payments to the Randolph County Register of Deeds can be made by cash, check, money order or credit/debit card. (A 2.65% fee will be applied by the bank to all cards)
- For current passport fees, visit the [Passport Fees](#) page.