



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 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, Rockingham County Register of Deed's Passport Service staff 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 Rockingham County Register of Deeds can be made by cash, check, or money order.
 - For current passport fees, visit the [Passport Fees](#) page.