

## 1 Completed Forms

You can plan ahead and complete the necessary **DS-11 form** prior to your visit to make the process move faster.



FIND ALL NECESSARY FORMS FREE OF CHARGE:  
[www.travel.state.gov](http://www.travel.state.gov)

## 2 Personal Photo

You must provide one photograph with your application. To avoid processing delays, be sure your photo meets all requirements.



The Douglas County Recording Office provides photo services for an additional fee. Your photograph fee may be paid by cash, check, money order or credit card made payable to Douglas County Clerk.

## 3 Proof of U.S. Citizenship & Government-Issued Photo ID

The most common documents needed to apply for a passport are a **certified copy of a U.S. birth certificate** and a **current driver license**.



IF YOU HAVE QUESTIONS YOU CAN CALL THE DOUGLAS COUNTY RECORDING OFFICE AT:

**(303) 660-7446**

## 4 Payment

Please note that the passport fee may be paid with personal check, money order or bank draft made payable to U.S. Department of State.



The processing and photo fee (if applicable) may be paid by cash, check, money order or credit card made payable to Douglas County Clerk.



## APPLYING IN PERSON VS. BY MAIL

You must apply for your passport in person if at least one of the following is true:

- You are applying for your first U.S. passport
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

If none of the above statements apply to you, you may be eligible to renew by mail.



FOR MORE INFORMATION PLEASE VISIT [www.travel.state.gov](http://www.travel.state.gov)



## CHILDREN'S PASSPORTS

If you are applying for a passport for your child, there are additional considerations to keep in mind:

- All children, even infants, must appear in person with their application before it can be accepted
- The name on the child's birth certificate must match the name on the parents/guardians ID. (Can be maiden or married last name)
- For children under the age of 16: both parents/guardians must appear in person or you can bring a consent form signed by an absent parent
- For children born outside the US, please contact our office or the US Department of State for specific requirements.



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# PASSPORT CARD

VS.

# PASSPORT BOOK

## PASSPORT CARD



Valid for international travel by land or sea to  
Canada, Mexico, the Caribbean and Bermuda only



Costs less than  
a passport book



Wallet sized



Valid for travel by  
land or sea only

## PASSPORT BOOK



Required for all  
international air travel



Valid for all travel  
destinations



Valid for travel by air, land or sea

# TIPS

Our Recording Office experts want to make sure your passport experience is as wonderful as your journey ahead!



The Douglas County Recording Office provides passport acceptance service **BY APPOINTMENT ONLY.**



To **schedule a passport appointment** visit [DouglasPassports.com](https://DouglasPassports.com).



To find a list of **additional facilities that take passport appointments**, please visit [www.travel.state.gov](https://www.travel.state.gov).



You can **track your passport application** and monitor your processing time by visiting [www.travel.state.gov](https://www.travel.state.gov).



When you receive your passport, **verify that all information is correct.**



**Lost or stolen passport?** Visit [www.travel.state.gov](https://www.travel.state.gov) to report it immediately.



## STILL HAVE QUESTIONS?

Please visit [DouglasPassports.com](https://DouglasPassports.com) or call the Douglas County Recording Office at **(303) 660-7446**

For passport information, requirements, forms and fees visit the official U.S. Department of State website at [www.travel.state.gov](https://www.travel.state.gov) or call **1-877-487-2778**

Spanish Language Assistance available

Passport appointment hours are  
**MONDAY – FRIDAY**  
**8:30 A.M. – 4:00 P.M.**