



PASSPORT APPLICATION GUIDE

Hello Mavericks!

Congratulations on your decision to apply for a passport. This guide will walk through the steps necessary to apply for and obtain a U.S. Passport for the first time. Before you read on, watch this video produced by the U.S. Department of State on how to apply in-person for an adult U.S. passport.



[Passport Application Video](#)

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QUICK REFERENCE

Form DS-11, completed **but not signed**
Evidence of U.S. citizenship
Photocopy of evidence of U.S. citizenship
Photo ID
Photocopy of photo ID
Passport photo

Passport Book \$130.00
Execution Fee \$35.00
Total \$165.00



Step 1: Gather Required Documentation

Complete form DS-11

Use the online form filler to electronically fill in and print your DS-11 Form.

<https://pptform.state.gov/PassportWizardMain.aspx>

Do not sign the application (Form DS-11) until instructed to do so by the acceptance agent when you apply in person at the passport acceptance facility.

You should apply for a passport book, as that is the identification required to fly internationally. The passport card is optional, and costs additional fees.



Evidence of U.S. Citizenship

You must submit one of the following. Your evidence must be an original or certified, physical copy. A certified copy is any document that has the seal or stamp of the official issuing authority.

- U.S. [birth certificate](#) that meets the following requirements:
 - o Issued by the city, county, or state of birth
 - o Lists your full name, date of birth, and place of birth
 - o Lists your parent(s)' full names
 - o Has the date filed with registrar's office (must be within one year of birth)
 - o Has the registrar's signature
 - o Has the seal of the issuing authority
- [Consular Report of Birth Abroad or Certification of Birth](#)
- Certificate of Naturalization
- Certificate of Citizenship

For more in-depth explanations of acceptable evidence of citizenship, please consult this [U.S. Department of State webpage](#).

If you need a replacement of one of the documents listed above, please consult the U.S. Governments '[Replace your Vital Records](#)' page or the [USCIS replacement](#) page.



Step 1: Continued

Photo ID

You must present one of the following identification documents (IDs) to the acceptance agent.

The ID must readily identify you.

- In-state, fully valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- Other documents: 1) In-state, fully-valid learner's permit with photo, 2) In-state, fully-valid non-driver ID with photo, or 3) temporary driver's license with photo.

Note: you may be asked to present an additional ID when presenting one of these three documents.

Please note:

- Some states now issue digital ID documents (also known as mobile driver's licenses or mobile IDs). They will not accept these digital IDs when you apply for your U.S. passport. You must continue to submit your physical, photo ID and a photocopy of the ID.
- If you present an out-of-state ID, you must present an additional ID.
- If you are changing the gender marker in your U.S. passport, please see these [additional requirements](#).



Photocopy of evidence of U.S. citizenship/photo ID

Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you're providing AND of each ID that you present when you apply.

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single sided

Students can bring their citizenship evidence and photo ID's to [UNO Education Abroad](#) in Arts & Sciences Hall, Room 241, to obtain free photocopies for their passport application.

Step 1: Continued



Passport Photo

You must provide one photo with your application. To avoid processing delays, be sure your photo meets all [photo requirements](#).

- Do not attach or staple your photo to the form. The acceptance agent or passport employee accepting your form will review the photo and staple it.
- Some [passport acceptance facilities](#) provide photo services for an additional fee.

UNO Students can purchase their passport photo at [MavCARD Services](#) in Milo Bail Student Center for \$10. Passport photos can also be purchased at Walmart, Walgreens, CVS, and many other companies for a variety of prices. It is not recommended to attempt to take and print your passport photo for yourself.



Step 2: Fees

There are two required fees to obtain a U.S. passport: the passport book application fee and the execution fee.

Please note: The application fee and the execution fee are paid separately.

To pay for the \$130 passport book application fee:

- Submit a check (personal, certified, cashier's, traveler's) or money order payable to "U.S. Department of State"
- Credit and debit cards are not accepted.
- Do not cancel your check or money order after you have applied.

How to pay the acceptance facility, which will charge a separate \$35 fee (execution fee):

- Money orders at all locations, payable as instructed by the facility
- Personal checks and cash (exact change only) at some locations
- Credit cards at U.S. postal facilities and some other locations.

Note: the facility may add a surcharge to cover the cost of a credit card transaction.

Check with your [acceptance facility](#) to learn what form of payment they will accept before you apply.



Step 3: Complete & Print Forms

Complete your DS-11 form online and print when complete. DO NOT sign the form.

You will be asked to sign the form in front of the passport agent at the acceptance facility.



Step 4: Submit Your Application in Person

You must submit your completed application, including citizenship evidence, photocopy of ID, photo, and fees, in person at a [passport acceptance facility](#).

Here is a list of the 10 passport acceptance facilities closest to UNO.

Facility Name	Street Address	City	State	ZIP Code	Public Phone	Distance
USPO - OMAHA MAIN	1124 PACIFIC ST.	OMAHA	NE	68108	4023482696	4
USPO - POSTAL IMPRESSIONS	5346 S. 136TH ST.	OMAHA	NE	68137	4028911922	6
POTTAWATTAMIE COUNTY RECORDERS OFFICE	227 SOUTH 6TH ST.	COUNCIL BLUFFS	IA	51501	7123285612	8
SARPY COUNTY CLERK	1210 GOLDEN GATE DR.	PAPILLION	NE	68046	4025935957	9
USPO - BELLEVUE	2609 VICTORIA AVENUE	BELLEVUE	NE	68005	4022911167	10
CASS COUNTY DISTRICT COURT	346 MAIN ST #303	PLATTSMOUTH	NE	68048	4022969339	19
MISSOURI VALLEY POST OFFICE	116 N. 5TH ST.	MISSOURI VALLEY	IA	51555	7126423436	22
USPO - BLAIR	201 N 16TH ST.	BLAIR	NE	68008	4024263100	24
HARRISON COUNTY RECORDERS OFFICE	111 N 2ND AVE.	LOGAN	IA	51546	7126442545	28
DODGE COUNTY DISTRICT COURT	428 NORTH BROAD ST.	FREMONT	NE	68025	4027272780	31

Some acceptance facilities require appointments and others do not. We recommend calling the acceptance facility ahead of time to verify their hours, acceptable forms of payment, and appointment requirements.



Step 5: Tips for a Smooth Process

As you compile your documents, put them all into a single folder or store them all in one place.

If you don't normally use paper checks or money orders, you can obtain them from your bank, post office, or Walmart. [How Money Orders Work](#)

If you don't know where your evidence of citizenship is, be proactive and order a replacement. [Replace your Vital Records](#) and [USCIS replacement](#)

Consult the U.S. Department of State's passport website for all relevant information on applying for a passport, [including their FAQs section](#).