

## New Passports

### First time Applicants:

All applicants must complete and submit a DS-11 form in person to a designated acceptance agent. Application requirements include the following items:

- Proof of U.S. Citizenship
- One primary photo ID or a combination of at least two secondary IDs
- Social Security number

### Checks for 1 applicant: (Potentially could need up to 3 checks/money orders)

- **US Department of State** (Each application/applicant must have its own check)
  - This check may include: card/book fee, and OPTIONAL (expedite fee and expedite shipping fee to applicant)
- **Le Sueur County Recorder** (The below fee's may be paid by Cash, Check, Money Order, Debit Card or Credit Card; Please be aware that the use of a credit/debit card will be subject to a \$1.50 convenience fee for up to every \$50 charge. This fee is implemented by the company that process' the card transaction)
  - \$35.00 Acceptance Fee – this is PER application
  - \$15.00 Photo Fee – this is PER applicantBOTH of the above Le Sueur County Recorder fees may be combined with the fees of other family members/applicants, that are applying at the same time
- **US Postmaster**
  - This check is for Express Shipping cost **TO** the facility for processing. Multiple family/applicants may be put in an envelope as are able to fit (no more than 7)

\*If the above scenario had 4 family applications/applicants, they could potentially need up to 6 check/money orders.

### Children Under 16:

To submit an application for children under 16, both parents must consent and be present with the minor and submit a completed DS-11 application with the following items:

- Child's proof of U.S. Citizenship
- Evidence of child's relationship to parents/guardians
- Original parental/guardian government-issued ID
- Child's Social Security number
- See “**Checks for 1 applicant**” section above

If special circumstances apply, please contact a passport acceptance agent or visit the [travel.state.gov](https://travel.state.gov) website for more information. For an overview on how to apply for a passport, please visit the [travel.state.gov](https://travel.state.gov) website.

## Passport Renewals

The U.S. Department of State Passport Services requires you to **renew your passport by mail** by completing and submitting a DS-82 form if it meets the following eligibility requirements:

- I can submit my most recent U.S. passport.
- I was at least 16 years old when my most recent passport was issued.
- I was issued my most recent passport less than 15 years ago.
- The passport I'm renewing is not damaged, lost or stolen.
- I use the same name as on my most recent passport OR I have had my name changed by marriage or court order and can submit proper certified documents to reflect my name change.

Please note that if you are not eligible to renew, you (including minors) must apply in person at an authorized passport acceptance facility.

## Passport Appointments

Due to limited office space and staffing levels, customers that wish to submit a passport application at Le Sueur County are encouraged to make an appointment. To make an appointment, please call (507) 357-8235 (Julie) or (507) 357-8583 (Loni).