

## Renewals

Adult passport renewals are done through the mail and must meet the following criteria:

- Is not extensively damaged or mutilated.
- Must have been issued within the past 15 years.
- Was issued when the applicant was 16 years of age or older
- Was printed in the applicants current name, unless the applicant is able to include a marriage certificate or name change decree.

The following documents need to be submitted when renewing by mail:

- Completed and signed DS 82 form.
- Check or money order made payable to the "US Department of State".
- Recent color 2"x2" passport photo.
- Most recent passport.
- Documents reflecting name change if applicable.

Minor children cannot renew by mail, but must apply in person.

## Passport Book vs. Card

The U.S. Passport Book is used for travel by any means (air, land or sea) to any destination.

The U.S. Passport Card is used for travel by land and sea ports-of-entry when entering the United States from Mexico, Canada, Bermuda and the Caribbean .

The U.S. Passport Card cannot be used for International air travel.

## Directions

### **From US 40 Eastbound**

Take exit 218B to merge onto Freeman Mill Rd. Take a slight right onto S. Edgeworth St. Turn right onto W. Market St. The BB&T building will be on the right. Parking is available in the BB&T lot. Please enter the building via the Market Street entrance.

### **From US 40 Westbound**

Take exit 224 to merge onto E. Lee St. which will become E. Gate City Blvd. Continue onto E. Gate City Blvd. Turn right onto S. Eugene St. Turn right onto W. Market St. The BB&T building will be on the right. Parking is available in the BB&T lot. Please enter the building via the Market Street entrance.



## Contact Us

Phone: (336)641-5322

[www.guilfordpassports.com](http://www.guilfordpassports.com)

E-Mail: [passports@guilfordcountync.gov](mailto:passports@guilfordcountync.gov)

## Guilford County Passport Services

Applying for a U.S. Passport?  
Come See Us!



*Guilford County Register of Deeds  
Located in the BB&T Building  
201 W. Market St.  
1st Floor - Room 108  
Greensboro, NC 27401*

[www.guilfordpassports.com](http://www.guilfordpassports.com)



## Complete and Quality Service

- Walk In Facility-No Appointment Needed!
- Handicap Accessible
- Photos Taken on Site for an additional \$10
- Easy access to NC Birth Certificates from the Register of Deeds Vital Records Section. Please inquire about cost and availability. (Not a division of Passport Services)



## Hours of Operation

Monday - Friday

8:30 a.m. - 3:00 p.m.

## No Appointment Needed!

For Information, please call  
(336)641-5322

## Requirements and Documentation

In order to apply for a U.S. passport, you must be a U.S. citizen. All applicants must appear in person. Both parents must be present with minor children ages 15 and under. If only one parent is able to appear, a notarized letter of consent (form DS 3053) along with a photocopy of the front and back of the non present parent's ID, or other legal documentation must be presented. For children ages 16 & 17, only one parent must appear with the child.

- First time applicants and minor children under the age of 16 must submit a completed passport application form DS11. (Visit [www.travel.state.gov](http://www.travel.state.gov) for all forms or for more information.)
- Submit evidence of U.S. citizenship\*: certified U.S. birth certificate, previous U.S. passport book/card, Certificate of Naturalization, or Consular Report of Birth Abroad.
- Original documents must be submitted with the application. Hospital birth certificates are not acceptable.
- One recent 2"x2" passport photo with a white or off white background. (Photos can be taken on site for a fee of \$10 per applicant)
- Present valid photo identification such as a drivers license, state ID card or military ID card. Parental identification is required for children under the age of 18.
- Submit appropriate Passport Fees. All Department of State fees must be payable in the form of check or money order.
- Passport Books and Cards are valid for 10 years for adults age 16 and older, 5 years for minors under the age of 16.



## UNITED STATES PASSPORT FEES

Payment Instructions: \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/28/2019)

ADULT APPLICANTS (16 Years and Older)			
What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$110	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$140	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge
ALL MINOR APPLICANTS (Under 16)			
What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$80	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$95	\$35
OPTIONAL FEES (Paid to the U.S. Department of State)			
Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service.		\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.		\$16.48
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.		\$150
ADULT RENEWALS (16 Years and Older) To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.			
What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	
Adult Passport Book	DS-82	\$110	
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30	
Adult Passport Book & Card	DS-82	\$140	

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit [travel.state.gov/fees](http://travel.state.gov/fees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

Updated January 2019