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.

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

Contact Us
Phone: (336)641-5322
www.guilfordpassports.com
E-Mail: passports@guilfordcounty nc.gov
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 for all forms or for more information.)
- 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.

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

### UNITED STATES PASSPORT FEES

<table>
<thead>
<tr>
<th>what you are applying for?</th>
<th>use form</th>
<th>application fee</th>
<th>execution fee</th>
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<tbody>
<tr>
<td>First-time Adult Passport Book</td>
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<td>First-time Adult Passport Card</td>
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<td>$80</td>
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<td>Adult Passport Card</td>
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<td>$80</td>
<td>No Charge</td>
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<tr>
<td>New Passport Card</td>
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<td>$35</td>
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<td>New Passport Book &amp; Card</td>
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OPTIONAL FEES (Paid to the U.S. Department of State)

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<td>File Search Fee</td>
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### ADULT RENEWALS (15 years and Older)

To renew your passport, you must apply by mail or in person at a passport agency. You will need to present evidence of U.S. citizenship or naturalization of a previously issued U.S. passport or Consular Report of Birth Abroad. You must submit copies of all required documents, a copy of the previous passport, and a copy of the Consular Report of Birth Abroad. You may also submit additional documents if you wish to include them in your application.

### Payment Instructions:

- Application fees are paid directly to the Department of State. No appointment is needed.
- Passport fees are paid directly to the passport facility. Two separate payments are required. ( Effective 2/1/2020)

For Information, please call (336)641-5322