

# Passport Checklist

## To Be Removed by Passport Agent ONLY

### Adult

#### 18 & Older

	Completed DS-11 Form
	Passport Photo (Can be taken here for an additional \$10)
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Drivers License or State Issued ID
	Photocopy of front & back of ID

#### **US Department of State Fees - Check or Money Order ONLY**

	\$110 Fee to US Department of State -Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$16.48 Overnight Return Delivery Fee - (Optional)

#### **Guilford County Register of Deeds Fees**

#### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$10 Passport Photo Fee
	\$25.50 Overnight Delivery Fee to the US Department of State (Optional)

#### 16-17 Yrs

	Completed DS-11 Form
	Passport Photo (Can be taken here for an additional \$10)
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Photo ID of Minor and/or Identifying Parent
	Photocopy of front & back of ID

#### **US Department of State Fees - Check or Money Order ONLY**

	\$110 Fee to US Department of State -Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$16.48 Overnight Return Delivery Fee (Optional)

#### **Guilford County Register of Deeds Fees**

#### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$10 Passport Photo Fee
	\$25.50 Overnight Delivery Fee to the US Department of State (Optional)

## Hand Carry

	Completed DS-11 Form
	Passport Photo (Can be taken here for an additional \$10)
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Drivers License or State Issued ID
	Photocopy of front & back of ID
	Proof of Imminent Travel, Visa Need or Congressional Referral Letter **
	Letter of Authorization (Not required for Congressional Referrals)

### US Department of State Fees - **Check or Money Order ONLY**

	\$110 Fee to US Department of State - Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$16.48 Overnight Return Delivery Fee (Optional)

### Guilford County Register of Deeds Fees

#### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$10 Passport Photo Fee
	\$25.50 Overnight Delivery Fee to the US Department of State (Optional)

\*\*Proof of Imminent Travel can be satisfied with a photocopy of airline ticket, travel itinerary or reservation or a letter from the applicants employer indicating urgent business travel or a condition that the applicant maintain a valid passport.

## Minor

### Under 16

	Completed DS-11 Form
	Passport Photo (Can be taken here for an additional \$10)
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Photo ID of both Parents - Both Parents must be present or have a properly signed and notarized DS-3053 form
	Photocopy of front & back of ID

### US Department of State Fees - **Check or Money Order ONLY**

	\$80 Fee to US Department of State - Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$16.48 Overnight Return Delivery Fee (Optional)

### Guilford County Register of Deeds Fees

#### **Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$10 Passport Photo Fee
	\$25.50 Overnight Delivery Fee to the US Department of State (Optional)