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)
- $17.13 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
- $26.35 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)
- $17.13 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
- $26.35 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)
- $17.13 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
- $26.35 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)
- $17.13 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
- $26.35 Overnight Delivery Fee to the US Department of State (Optional)