# PASSPORT CHECKLIST

Office Hours: Monday- Friday
8:30- 2:00 pm

## ADULT APPLICANTS

**18 & OLDER**

- ☐ Completed DS-11 Form
- ☐ Original or Certified U.S. Citizenship Evidence
- ☐ Valid government-issued ID
- ☐ Passport Photo
- ☐ **Two (2) Separate Fees (see below)**

### US Department of State Fees

**Acceptable Payments:**
**Check (Personal, Certified, Cashier's) or Money Order ONLY**

**1st Fee**

- ☐ $130 Passport Book Fee - Payable to U.S. Dept of State
- ☐ $30 Passport Card Fee - Payable to U.S. Dept of State
- ☐ $60 Expedite Fee - Payable to U.S. Dept of State (Optional)
- ☐ $26.87 1-3 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

### Guilford County Register of Deeds Fees

**Acceptable Payments:**
**Cash, Debit/Credit - Additional Card Fees Apply**
**Check or Money order - Payable to Register of Deeds**

**2nd Fee**

- ☐ $35 Passport Processing Fee
- ☐ $10 Passport Photo Fee - if taken in our office
- ☐ $32 1-3 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)

## 16 & 17 YEAR OLD APPLICANTS

**16-17 YRS**

- ☐ Completed DS-11 Form
- ☐ Original or Certified U.S. Citizenship Evidence
- ☐ Valid government-issued ID
- ☐ Passport Photo
- ☐ **Two (2) Separate Fees (see below)**

### US Department of State Fees

**Acceptable Payments:**
**Check (Personal, Certified, Cashier's) or Money Order ONLY**

**1st Fee**

- ☐ $130 Passport Book Fee - Payable to U.S. Dept of State
- ☐ $30 Passport Card Fee - Payable to U.S. Dept of State
- ☐ $60 Expedite Fee - Payable to U.S. Dept of State (Optional)
- ☐ $26.87 1-3 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

### Guilford County Register of Deeds Fees

**Acceptable Payments:**
**Cash, Debit/Credit - Additional Card Fees Apply**
**Check or Money order - Payable to Register of Deeds**

**2nd Fee**

- ☐ $35 Passport Processing Fee
- ☐ $10 Passport Photo Fee - if taken in our office
- ☐ $32 1-3 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)

## MINOR APPLICANTS

**All Minor(s) Must be present**

**Parent(s) listed on the birth certificate must be present**

Office Hours: Monday- Friday
8:30- 2:00 pm

**UNDER 16**

- [ ] Completed DS-11 Form
- [ ] Original or Certified U.S. Citizenship Evidence*

** For passport renewals, the birth certificate is still required to be submitted.*

- [ ] Valid government-issued ID for parent(s)
- [ ] Passport Photo
- [ ] Notarized DS-3053 Form if both parents cannot be present
- [ ] Photocopy of front & back of ID notated on the DS-3053 Form
- [ ] **Two (2) Separate Fees (see below)**

### US Department of State Fees

**Acceptable Payments:**
**Check (Personal, Certified, Cashier's) or Money Order Only**

**1st Fee**

- [ ] $100 Passport Book Fee - Payable to U.S. Dept of State
- [ ] $15 Passport Card Fee- Payable to U.S. Dept of State
- [ ] $60 Expedite Fee - Payable to U.S. Dept of State (Optional)
- [ ] $26.87 1-3 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

### Guilford County Register of Deeds Fees

**Acceptable Payments:**
**Cash, Debit/Credit - Additional Card Fees Apply**
**Check or Money order - Payable to Register of Deeds**

**2nd Fee**

- [ ] $35 Passport Processing Fee
- [ ] $10 Passport Photo Fee - if taken in our office
- [ ] $32 1-3 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)