

# 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                                  |
|  | <b>Two (2) Separate Fees (see below)</b>        |

### US Department of State Fees

**Acceptable Payments:**

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

|                    |  |                                                                                                       |
|--------------------|--|-------------------------------------------------------------------------------------------------------|
| <b>1st<br/>Fee</b> |  | \$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)                                          |
|                    |  | \$23.36 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**

|                    |  |                                                                                             |
|--------------------|--|---------------------------------------------------------------------------------------------|
| <b>2nd<br/>Fee</b> |  | \$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                                  |
|  | <b>Two (2) Separate Fees (see below)</b>        |

### US Department of State Fees

**Acceptable Payments:**

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

|                    |  |                                                                                                       |
|--------------------|--|-------------------------------------------------------------------------------------------------------|
| <b>1st<br/>Fee</b> |  | \$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)                                          |
|                    |  | \$23.36 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**

|                    |  |                                                                                             |
|--------------------|--|---------------------------------------------------------------------------------------------|
| <b>2nd<br/>Fee</b> |  | \$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  
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### UNDER 16

|                                                                                          |                                                             |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                                                                          | Completed DS-11 Form                                        |
|                                                                                          | Original or Certified U.S. Citizenship Evidence*            |
| <i>* For passport renewals, the birth certificate is still required to be submitted.</i> |                                                             |
|                                                                                          | 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 |
|                                                                                          | <b>Two (2) Separate Fees (see below)</b>                    |

### US Department of State Fees

#### Acceptable Payments:

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

|                    |  |                                                                                                       |
|--------------------|--|-------------------------------------------------------------------------------------------------------|
| <b>1st<br/>Fee</b> |  | \$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)                                          |
|                    |  | \$23.36 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**

|                    |  |                                                                                             |
|--------------------|--|---------------------------------------------------------------------------------------------|
| <b>2nd<br/>Fee</b> |  | \$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) |