

# PASSPORT CHECKLIST

## ADULT

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

	\$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)
	\$21.36 1-2 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

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

**Cash, Debit/Credit - Additional Card Fees Apply**

**If paying by Check or Money order - Payable to Register of Deeds**

	\$35 Passport Processing Fee
	\$10 Passport Photo Fee - if taken in our office
	\$31 1-2 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)

## 16 TO 17 YEAR OLD APPLICANTS

### 16-17 YRS

	Completed DS-11 Form
	Original or Certified U.S. Citizenship Evidence
	Valid government-issued ID for applicant and/or parent
	Passport Photo
	Two (2) Separate Fees (see below)

#### **US Department of State Fees - Check (Personal, Certified, Cashier's) or Money Order ONLY**

	\$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)
	\$21.36 1-2 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

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

**Cash, Debit/Credit - Additional Card Fees Apply**

**If paying by Check or Money order - Payable to Register of Deeds**

	\$35 Passport Processing Fee
	\$10 Passport Photo Fee - if taken in our office
	\$31 1-2 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)

**MINOR**

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

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

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

- \$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)
- \$21.36 1-2 Day Return Delivery Fee for Passport Book Only - Payable to U.S. Dept of State (Optional)

**Guilford County Register of Deeds Fees**

**Cash, Debit/Credit - Additional Card Fees Apply**

**If paying by Check or Money order - Payable to Register of Deeds**

- \$35 Passport Processing Fee
- \$10 Passport Photo Fee - if taken in our office
- \$31 1-2 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)