

PASSPORT CHECKLIST

ADULT APPLICANTS

AGES 18 & OLDER

	Completed DS-11 Form
	Original or Certified U.S. Citizenship Evidence
	Valid government-issued ID
	Passport Photo
	Two (2) Different Forms of Payment (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)
	\$22.05 1-2 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
	\$31 1-2 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)

16 & 17 YEAR OLD APPLICANTS

AGES 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) Different Forms of Payment (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)
	\$22.05 1-2 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
	\$31 1-2 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 ***

AGES 15 & UNDER

	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
	Two (2) Different Forms of Payment (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)
	\$22.05 1-2 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
	\$31 1-2 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)