

PASSPORT CHECKLIST

Office Hours: Monday- Friday

8:30- 2:00 pm

ADULT APPLICANTS

18 & OLDER

<input type="checkbox"/>	Completed DS-11 Form
<input type="checkbox"/>	Original or Certified U.S. Citizenship Evidence
<input type="checkbox"/>	Valid government-issued ID
<input type="checkbox"/>	Passport Photo
<input type="checkbox"/>	<u>Two (2) Separate Fees (see below)</u>

US Department of State Fees

Acceptable Payments:

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

<input type="checkbox"/>	\$130 Passport Book Fee - Payable to U.S. Dept of State
<input type="checkbox"/>	\$30 Passport Card Fee - Payable to U.S. Dept of State
<input type="checkbox"/>	\$60 Expedite Fee - Payable to U.S. Dept of State (Optional)
<input type="checkbox"/>	\$22.05 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

<input type="checkbox"/>	\$35 Passport Processing Fee
<input type="checkbox"/>	\$10 Passport Photo Fee - if taken in our office
<input type="checkbox"/>	\$31 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

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

US Department of State Fees

Acceptable Payments:

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

<input type="checkbox"/>	\$130 Passport Book Fee - Payable to U.S. Dept of State
<input type="checkbox"/>	\$30 Passport Card Fee - Payable to U.S. Dept of State
<input type="checkbox"/>	\$60 Expedite Fee - Payable to U.S. Dept of State (Optional)
<input type="checkbox"/>	\$22.05 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

<input type="checkbox"/>	\$35 Passport Processing Fee
<input type="checkbox"/>	\$10 Passport Photo Fee - if taken in our office
<input type="checkbox"/>	\$31 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

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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

- \$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 1-3 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

- \$35 Passport Processing Fee
- \$10 Passport Photo Fee - if taken in our office
- \$31 1-3 Day Delivery Fee to the U.S. Dept of State (Optional) - 1 fee per group (max of 7)