**U.S. PASSPORT INFORMATION**

What is needed to get a U.S. Passport

**U.S. CITIZENSHIP EVIDENCE**

ORIGINAL or CERTIFIED long-form birth certificate, U.S. Citizenship Certificate or previous U.S. passport.

**PASSPORT APPLICATION**

ALL Forms available at [www.travel.state.gov](http://www.travel.state.gov)

**PHOTOS & MONEY ORDERS** (cash only)

- Photos from an outside source must be 6 months to current and adhere to U.S. passport photo guidelines
- Money Orders available; $1.50 purchase fee

**HOW TO PAY**

- **$35.00 EXECUTION FEE**
  - Acceptance facility service fee
- **$15.00 - PHOTO FEE**
  - Expedited Passports require an additional $26.35 for Priority Express mail postage for next-day delivery.

**U.S. PASSPORT INFORMATION -**

Note: For minors, if both parents cannot be present, bring notarized consent Form DS-3053 for Absent Parent, with copy of absent parent’s ID (front and back) that was used for notarization.

**VALID NORTH CAROLINA STATE ID**

- Drivers license [parent(s’) IDs for minors] Additional ID required for out-of-state license holders, e.g. Social Security card.
- Scanned copy, FRONT AND BACK, on ONE SIDE of paper.

**CHECK OR MONEY ORDER - PAYABLE TO**

**U.S. Department of State** in the amount of one of the following:

**ADULT ages 16+**

- $110.00 Passport Book (regular service 6-8 weeks)
- $170.00 Passport Book (expedited service 2-3 weeks)
- $ 30.00 Passport Card (regular service 6-8 weeks)

*Expedited Fee is mandatory $60; optional overnight delivery, $17.13*

**MINOR ages 15 & younger**

- $ 80.00 Passport Book (regular service 6-8 weeks)
- $140.00 Passport Book (expedited service 2-3 weeks)
- $ 15.00 Passport Card (regular service 6-8 weeks)

*Expedited Fee is mandatory $60; optional overnight delivery, $17.13*

**WALK-IN HOURS:** M-F 8:30 a.m. - 3 p.m.  |  **Appointments available:** M-F 9 a.m. - 12 p.m.; 2 p.m. - 3 p.m.

Questions/Appointments: 704-687-5803

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