

The Alamance County Passport Office is an Acceptance Facility that provides information on how to obtain passports. **We do not make Passport Issuance Decisions or do follow-up.** Only the U.S. Dept. of State has the authority to issue U.S. Passports.

ALL APPLICANTS MUST APPLY IN PERSON WITH A DS-11 APPLICATION AND BRING A COPY FRONT&BACK OF YOUR VALID ID (i.e., N.C. Driver's License, DMV ID, Military ID, or Passport)

SERVICE PROCESSING TIME-NOW 4-6 weeks. This can vary because of Passport workload.

(CHILDREN): AGE 0-15 years---

Passports issued for 5 yrs.

- 1) DS-11 Application (Read Form Completely)
- 2) Certified Birth Certificate & copy AND any Previous Passport (No Hospital Certificates)
- 3) (1) Passport Photo (2x2") (See back of brochure)
- 4) **FEES:** NO Debit/Credit Cards. Payment Can Not Be Made In All Cash (See Below)
BOOK FEE: **\$80 Check or Money Order-** to U.S. Dept. Of State & **\$35 Cash or Check**

Total: (\$115)

CARD FEE: (\$50 Total) **\$15.00 check or money order** to U.S. Dept. of State & **\$35 Cash/Check**

PARENTS ID & ADDITIONAL INSTRUCTIONS:

- A) PARENTS ID:** need to present a Current Photo ID with signature (i.e., Driver's License, US Military ID, Foreign Passport, INS Resident Card, or Government ID)
- B) CHILDREN under age 16,** both parents must come in. **EXCEPTION:** if Father's name is NOT on the Birth Certificate, just mother can apply with the child).
- C) Note: If only one parent appears,** you must submit one of the following:
 - Second parent's notarized written statement (Form DS-3053) consenting passport issuance for the child or Primary evidence of sole authority to apply (Court Documents of Custody) or
 - Death Certificate of Second Parent

(ADULTS): AGE 16++ -----

Passports issued for 10 yrs.

- 1) DS-11 Application (Read Form Completely)
- 2) Photo ID (NC Driver's License, or Gov't ID)
- 3) Certified Birth Certificate & copy (with parent(s) name(s). No Hospital Certificates)
OR Previous Passport (book/card)
OR U.S. Naturalization/Citizenship Papers
- 4) (1) Passport Photo (2x2") (See back of brochure)
- 5) **FEES:** NO Debit/Credit Cards. Payment Can Not Be Made In All Cash (See Below)
BOOK FEE: **\$110 Check or Money Order-** to U.S. Dept. Of State & **\$35 Cash or Check**
Grand Total: (\$145)

CARD FEE: (\$65 Total) **\$30.00 check or money order** to U.S. Dept. of State & **\$35 Cash/Check**

- 6) 16-17 yr olds apply accompanied by one parent

EXPEDITE SERVICES:

- ❖ **must be in two separate payments 1) U.S. Dept. of State check or money order & 2) cash to Alamance County**

3-4 WEEK EXPEDITE Passport Book
(\$205 adult book or \$175 child's book)
(**\$170 check + \$35 cash**) (**\$140 check + \$35 cash**)

2-3 WEEK EXPEDITE SERVICE :

1. ADULTS – Age 16+

BOOK FEES: ANY Check or Money Order for **\$186.48 and \$60.50 Cash=(\$246.98)**
(includes office fee & Optional overnight postage)
CARD FEES: Any Check or Money Order for **\$90.00 and \$60.50 Cash = (\$150.50)**

2. CHILDREN – Under Age 16

BOOK FEES: Any Check or Money Order for: **\$156.48 and \$60.50 Cash=(\$216.98)**
(includes office fee & Optional overnight postage)
CARD FEES: Check or Money Order for: **\$75.00 and \$60.50 Cash = (\$135.50)**

ADULT RENEWALS:

If you can answer YES to the following questions you can use a **Renewal Form DS-82** and submit it directly to the National Passport Processing Center

- ◆ I can submit my most recent US Passport (yes or no)?
- ◆ I was at least 16 years old when my most recent US passport was issued (yes or no)?
- ◆ I was issued my most recent US passport less than 15 years ago (yes or no)?
- ◆ I use the same name as on my most recent US passport OR I have had my name changed by marriage or court order and can submit proper documentation to reflect my name change (yes or no)?

STOP: If you answered **NO** to any of the above questions – you must apply on a DS-11 form (see New Applicants). If you answered **YES** then continue by submitting the following:

- 1) DS-82 Application Form- Read Complete Form and answer questions in dark black ink only.
- 2) Submit a Marriage Certificate or Court Order if your name has changed
- 3) **REGULAR SERVICE FEE** is **\$110** check or money order to US Dept. Of State.
- 4) **EXPEDITE SERVICE** fee is **\$186.48** which includes (\$15.89) "return" overnight postage. The cost to USPS overnight mail to the Passport Agency is **\$25.50** (overnight mailing is highly recommended due to time constraints, although optional.)
WRITE: EXPEDITE clearly on the outside of the mailing envelope to ensure prompt processing.)
- 5) One recent, color photo (2x2") (**Highly recommend Camera Corner see back of this brochure**)
- 6) For Regular or Expedite Mailing Instructions see DS-82 form. **NOTE: OUR OFFICE DOES NOT MAIL ADULT RENEWALS** – Do not fold your renewal application and mail with tracking method. Preferably Priority Mail or Priority Express.

FOREIGN ENTRY REQUIREMENTS: * Adult US Passports are valid for 10 years, some countries are restricted & 9 1/2 year passports for adults or 4 1/2 yr. passports for children, may not be accepted.. Airlines may not allow you to board without 2-4 empty Visa Pages. Please check International Travel then Learn About Your Destination at www.travel.state or CBP.gov (customs border patrol) or TSA.gov for more information about traveling). GOOGLE "real id" about domestic air travel 2018-2020.

The Western Hemisphere Travel Initiative (WHTI)

*On 06/01/09 the final phase of the WHTI became effective & details can be found at www.CBP.gov. Be aware that some Western Hemisphere Cruises that begin & end in the US (closed loop cruises) do not require you to have a Passport Book. Should you need to disembark due to an emergency and **do not have a Passport Book**, you may have difficulty attempting to re-enter the U.S. by air because airlines require a valid **PASSPORT BOOK (not card)** before you can board the aircraft. It is strongly recommended that you always travel with a valid Passport Book & **Always Know Before You Go (CBP.gov or TSA.gov)**.*

TRAVEL DOCUMENTS:



PASSPORT BOOK: THIS DOCUMENT WILL PROVIDE YOU WITH THE IDENTIFICATION AND PROOF OF CITIZENSHIP TO TRAVEL ANYWHERE IN THE WORLD, IT CAN BE USED FOR ALL INTERNATIONAL AIR, LAND, AND SEA TRAVEL. (ADULTS \$145) (CHILDREN \$115)



PASSPORT CARD: THIS NEW TRAVEL DOCUMENT CAN BE USED FOR ENTERING THE U.S. FROM CANADA, MEXICO, THE CARIBBEAN, AND BERMUDA AT LAND BORDER CROSSINGS OR SEA PORTS-OF-ENTRY. IT **CANNOT** BE USED FOR INTERNATIONAL AIR TRAVEL. THE WALLET-SIZE PASSPORT CARD IS LESS EXPENSIVE THAN THE PASSPORT BOOK. (ADULTS \$65) (CHILDREN \$50) **IF PURCHASING BOTH BOOK & CARD (ADULTS \$175.00) & (CHILDREN \$130.00)**

PASSPORT FORMS: Can be found on the Web at travel.state.gov, or at all Alamance County Libraries AND ALSO find other locations at travel.state.gov.

HOW TO REPORT YOUR PASSPORT LOST OR STOLEN

PROTECT YOURSELF FROM IDENTITY FRAUD
Please submit Form DS-64 and answer all questions, sign and submit to U.S. Dept. of State, Passport Services, Consular Lost/Stolen Passport Section, 1111 19th Street, NW, Suite 500, Washington, DC 20036 OR report by phone: 202-955-0430. For more information on how to replace a lost/stolen passport, please visit travel.state.gov.

PASSPORT PHOTOS - ALL photos must meet the **NEW 10/2016 U.S. Passport Agency Photo Requirements** located at: **travel.state.gov**

Caution: Not all Photo Stores adhere to Passport Policies and Photos that do not meet Passport Requirements, **may not be accepted!** Some requirements are: Photo Size 2"x2" with head size 1" to 1 3/4" centered & 1/8" space down from the top of the photo. NO GLASSES! You can smile naturally, but do not close eyes. No uniforms, or camouflage clothing. Skin tones must be accurately reproduced and no shadows in background of photo AND NO DARK SHADOWS AROUND EYES, the white part of your eyes must be seen!!

We do not endorse any photo studio in the area. You may select any U.S. Photo Store, but **Burlington-Camera Corner (S. Church Street)** is highly recommended, **OR you can get your photo done from any other Store just PLEASE check the passport website above BEFORE you do. Some store clerks are not properly trained & could take your photo WRONG, I see this every day!**



APPOINTMENTS ONLY

NO - WALK-INS

**PLEASE CALL:
336-570-4160**

AND LEAVE YOUR VOICE MAIL FOR AN APPOINTMENT



**ALAMANCE COUNTY PASSPORT OFFICE
342 South Spring Street
May Memorial Library
BURLINGTON, NC. 27215**

APPOINTMENTS ONLY by phone
NO WALK-INS
Call: (336) 570-4160

**M-F 9:00 – Noon
M-F 1:30 – 4:00**

**GOV'T WEBSITE: www.travel.state.gov
National Passport Information Center
(1-877-487-2778)**

**NO BIRTH CERTIFICATE? see:
cdc.gov/nchs/w2w.htm**