

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
Note: 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 (whites of eyes must be visible with no dark shadows around eyes.) 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.

Caution: Not all Photo Establishments adhere to U.S. Passport Policies and any Photos that do not meet U.S. Passport Requirements **will be rejected!**

We do not endorse any particular studio in the area, you may select any U.S. Photo Store, but **Burlington-Camera Corner (S. Church Street)** is highly recommended. **PLEASE check the passport website above BEFORE you get your photo done from any other store or Pharmacy. Some clerks have not been trained & will 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

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: (\$115 Total) **\$80** check or money order- to U.S. Dept. Of State & **\$35 Cash/Check**
CARD FEE: (\$50 Total) **\$15.00** check or money order to U.S. Dept. of State & **\$35 Cash/Check**

NOTE: ADDITIONAL INSTRUCTIONS:

- A) 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).
- B) Parents** need to present a Current Photo ID (i.e., Driver's License, US Military ID, Foreign Passport, INS Resident Card, or Government ID with signature)
- 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 (\$145 Total) **\$110** check or money order to U.S. Dept. of State & **\$35 Cash/Check**
CARD FEE: (\$65 Total) **\$30.00** check or money order to U.S. Dept. of State & **\$35 Cash/Check**
- 6) MAKE \$25.00 checks to Alamance County Passports
- 7) 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 WEEK EXPEDITE Passport Book (\$205 adult book or \$175 child's book)**
(\$170 check + \$35 cash) (\$140 check + \$35 cash)
- ❖ **OR 2 WEEK EXPEDITE SERVICE :**

1. ADULTS – Age 16+

- BOOK FEES** (\$245.59 Total) Check or Money Order for 1) **\$185.89*** and **\$59.70 Cash*** (includes execution fee & Optional overnight postage)
- CARD FEES** (\$149.70 Total) Check or Money Order for 1) **\$90.00** and **\$59.70 Cash***

2. CHILDREN – Under Age 16

- BOOK FEES** (\$215.59 Total) Check or Money Order for 1) **\$155.89*** and **\$59.70 Cash*** (includes execution fee & Optional overnight postage)
- CARD FEES:** (\$134.70 Total) Check or Money Order for 1) **\$75.00** and **\$59.70 Cash***

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 **\$185.89** which includes (\$15.89) "return" overnight postage. The cost to USPS overnight mail to the Passport Agency is **\$24.70** (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** - Recommend Elon Post Office for mailing & processing renewals.

FOREIGN ENTRY REQUIREMENTS: * Adult US Passports are valid for 10 years, some countries are restricted & a 9 1/2 year passport for adults or 4 1/2 yr. passport 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.