

PASSPORT HOURS ARE 9AM-2PM • CALL 704-687-5803 TO MAKE AN APPOINTMENT

U.S. PASSPORT INFORMATION - "What do I need to get a U.S. Passport?"

BRING THESE

VALID NORTH CAROLINA STATE ID

- Drivers license (parent(s) IDs for minors) (additional ID required for out-of-state license holders, i.e. social security card, etc.)
- A scanned copy, **FRONT & BACK**, on ONE SIDE of the sheet of paper.

Note: If both parents can't be present for minors, bring Notarized Consent Form DS-3053 for Absent Parent, & copy of absent parent's ID (front and back) that was used for notarization.

U.S. CITIZENSHIP EVIDENCE

ORIGINAL or CERTIFIED long-form birth certificate, previous U.S. passport, or U.S. Naturalization document..

PASSPORT APPLICATION FORMS

ALL Forms available at travel.state.gov

HOW TO PAY

MAKE CHECK OR MONEY ORDER - PAYABLE TO

the **US Department of State** in the amount of one of the following below:

ADULT (ages 16+)

	\$130.00	Passport Book
	\$190.00	Passport Book (expedited)
	\$30.00	Passport Card
		<i>Optional (but recommended) to add Overnight Delivery \$18.32</i>

MINOR (ages 15 & younger)

	\$100.00	Passport Book
	\$160.00	Passport Book (expedited)
	\$15.00	Passport Card
		<i>Optional (but recommended) to add Overnight Delivery \$18.32</i>

PHOTOS & MONEY ORDERS (paid in CASH ONLY)

- Photos from an outside source must be 6 months to current & adhere to U.S. passport photo guidelines
- We sell Money Orders in-office - \$1.50 Purchase Fee

CASH ONLY

\$35.00 PROCESSING FEE
for the cost of the service provided.

CASH ONLY

\$15.00 PHOTO FEE

CASH or CARD

EXPEDITED Passports require an additional \$26.95 for Priority Express mail postage for next-day delivery.

Routine & expedited processing times vary.
Please refer to travel.state.gov for current processing times.



Student Union | 8845 Craver Rd., Charlotte, NC 28262

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