First-Time Passport Applicants Over 16

YOU MUST SUBMIT:

1) **Application Form DS-11**: available online or at the event (do not sign until application is submitted)

2) **Proof of U.S. Citizenship**: certified birth certificate stating parent(s) name(s) or naturalization certificate/certificate of citizenship (original or certified copy only)

3) **Photocopy of Citizenship Document**

4) **Proof of Identity**: current driver’s license, student ID, government/military ID

5) **Photocopy of Identification Document**: copy front and back of ID

6) **Passport Photo**: get at the event for $7 (cash/check/One Card only) or before at the UNC One Card Office (photo and passport payments are separate)

7) **Application Payment**: personal check or money order only made out to “Department of State” (no cash, credit cards, or temporary/starter checks accepted; checks must be written by applicant or parent)

   Application Fee: $145 (age 16 and older)
   For Expedited Service (within 3 weeks): $60 extra
   For Express Delivery (after processing): $15.89 extra

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Forms and additional resources are available at travel.state.gov.

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