Renewal Applications — Under 16 When Previous Passport Was Issued

YOU MUST SUBMIT:

1) New Application Form DS-11: available online or at the event (do not sign until application is submitted)
2) Proof of U.S. Citizenship: previous U.S. passport or a certified birth certificate stating parent(s) name(s) (original or certified copy only)
3) Photocopy of Citizenship Document
4) Proof of Identity: current driver’s license, student ID, government/military ID (or ID of parent(s) if applicant is still under age 16)
5) Photocopy of Identification Document: copy front and back of ID (or ID of parent(s) if applicant is still under age 16)
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), $115 (under age 16)
For Expedited Service (within 3 weeks): $60 extra
For Express Delivery (after processing): $15.89 extra

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

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