
FIRST-TIME PASSPORT APPLICANTS OVER 16

You must submit the following:

1. **Application form DS-11.** Available online or at the event. Do not sign until the application is submitted
2. **Proof of U.S. citizenship** (original or certified copies only)
 - a. Certified U.S. birth certificate stating parent(s) names, OR
 - b. Certificate of naturalization, OR
 - c. Certificate of citizenship
3. **Photocopy of U.S. citizenship document**
4. **Proof of identity**
 - a. Current North Carolina driver's license, OR
 - b. Valid, undamaged U.S. passport book or passport card with recognizable photo (can be expired), OR
 - c. Out-of-state driver's license AND a student ID, employee ID or social security card
5. **Photocopy of identification document (front and back)**
6. **Show Parental Consent**
 - a. Both parents/guardians must authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport. If both parents/guardians cannot appear in person, please check the State Department website for guidance.
7. **Passport photo** (can be taken in advance or at the event)
8. **Application payment in the form of a personal check or money order only**, made out to U.S. Department of State. (No cash, credit cards, or temporary/starter checks accepted).
Application fee: **\$115**
For expedited service (within 3 weeks): **\$60 extra**

To obtain forms, or for questions about application materials or payment, please visit the State Department's website: travel.state.gov

