



NEW HANOVER COUNTY

REGISTER OF DEEDS

320 Chestnut Street, Suite 120, Wilmington, NC 28401

P: (910) 798-7732 | F: (910) 798- 7751 | <https://registerofdeeds.nhcgov.com> | passports@nhcgov.com

Morghan Getty Collins, Registrar

Passport Checklist

18 & Older

- Completed DS-11 Form
- Passport Photo (can be obtained here for an additional \$15)
- Certified U.S. birth certificate that lists parents and photocopy (or Evidence of Citizenship)
- Driver's license or State Issued photo ID and photocopy of both sides
- Check or Money Order ONLY made payable to U.S. Department of State for appropriate [fees](#)
- Payment (cash, check, credit or debit*) to New Hanover County Register of Deeds

16-17 years

- Completed DS-11 Form
 - Passport Photo (can be obtained here for an additional \$15)
 - Certified U.S. birth certificate that lists parents and photocopy (or Evidence of Citizenship)
 - Driver's license or State Issued photo ID of minor/and or parent and photocopy of both sides of ID
 - Check or Money Order ONLY made payable to U.S. Department of State for appropriate [fees](#)
 - Payment (cash, check, credit or debit*) to New Hanover County Register of Deeds
- [Passports for children ages 16 & 17](#)

Under 16 years

- Completed DS-11 Form
- Passport Photo (can be obtained here for an additional \$15)
- Certified U.S. birth certificate that lists parents and photocopy (or Evidence of Citizenship)
- Photo ID of both parents and photocopy of both sides of ID – Both parents must be present or have a properly signed and notarized DS-3053 Form
- Check or Money Order ONLY made payable to U.S. Department of State for appropriate [fees](#)
- Payment (cash, check, credit or debit*) to New Hanover County Register of Deeds

[Passports for children under 16](#)

Passport Fees

U.S. Passport Fees: ([Single Check](#) or [Money Order ONLY](#) made payable to U.S. Department of State)

Adult (16 and older)
Passport Book \$130
Passport Card \$30
Passport Book & Card \$160

Minors (Under 16)
Passport Book \$100
Passport Card \$15
Passport Book & Card \$115

Optional Fees: (Add Optional Fees to the U.S. Passport Fees Check or Money Order above.)
Expedited service costs an additional \$60
1-2 Day Delivery \$19.53 (From U.S. Department of State to customer)
File Search Fee \$150

Execution Fees: (Cash, Debit/Credit, check or money order payable to New Hanover County Register of Deeds)
Passport Processing Fee: \$35
Passport Photo \$15 (Optional)
Overnight Delivery Fee \$25.00 (Optional)

[U.S. Department of State Passport Fee Calculator](#)

THE ABOVE FEES ARE SET BY FEDERAL AGENCIES, ARE NON-REFUNDABLE AND SUBJECT TO CHANGE

Please visit travel.state.gov for information on passports and travel-related matters.