

# BRUNSWICK COUNTY REGISTER OF DEEDS

*Robert J. Robinson*

County Government Complex/Building I

75 Courthouse Drive N.E.

P.O. Box 87 Bolivia, NC 28422

(910) 253-2690

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## REQUIREMENTS FOR PASSPORT APPLICATION ACCEPTANCE

### Valid photo identification

Driver's license or Government issued ID.

### Certified Birth Certificate

Must be issued under the seal or other authentication of the official custodian of birth records.

NOTE: Federal regulations will not allow the Brunswick County Register of Deeds to verify its own records (birth certificates). Citizens who were born in Brunswick County and applying for a passport must obtain their certified birth certificates from Vital Records in Raleigh, they can be reached at 919-733-3000 or apply at another passport acceptance agency. We will be glad to assist in the preparation of passport forms for the individuals.

Children under age 16 must be present and have the signature of both parents (verification required). Otherwise additional forms (requirements) are enforced.

FEES can be accepted by check or money order.

NO starter checks, MUST INCLUDE date of birth for each applicant and printed name of each applicant if paying with one check.

<u>FEE TYPE</u>	<u>PASSPORT FEE</u>	<u>EXECUTION FEE</u>	<u>TOTAL</u>
Passport Book Age 16 & over, DS-11	\$75.00	\$25.00	\$100.00
Passport Book Age 15 & under, DS-11	\$60.00	\$25.00	\$85.00
Passport Book By Mail, DS-82	\$75.00	N/A	\$75.00
Passport Card Age 16 & over, DS-11	\$20.00	\$25.00 *	\$45.00
Passport Card Age 15 & under, DS-11	\$10.00	\$25.00	\$35.00

\* The \$25 Execution Fee is not charged when adults 16 & over with fully valid passport books apply for the passport card using a DS-82 form. The DS-82 is a self-prepared form the customer uses to renew a previous passport; the \$75.00 passport fee is required.

An additional fee of \$7.00 for passport photographs will apply if taken by our agency.

**THESE FEES ARE SET BY THE U.S. DEPARTMENT OF STATE. THEY ARE NON REFUNDABLE AND SUBJECT TO CHANGE.**