

APPLICATION INTAKE: Monday to Friday 8:00 AM – 3:00 PM
8:00 AM – 3:00 PM

Closed on weekends and recognized holidays.

FOR MORE INFORMATION OR TO DOWNLOAD APPLICATIONS VISIT
www.travel.state.gov

PASSPORT ANNOUNCEMENTS EFFECTIVE:

- **5/2/2011:** The Honolulu Passport Agency will mail all *U.S. passports books to the applicant's mailing address* via United States Postal Service (USPS). Expedite service is available. Inquire with Passport Agent or view fees below.
- **4/1/ 2011:** The U.S. Department of State will require the full names of the applicant's parent(s) to be listed on all certified birth certificates to be considered as primary evidence of U.S. citizenship for all passport applicants, regardless of age. Certified birth certificates missing this information will not be acceptable as evidence of citizenship. This will not affect applications already in-process that have been submitted or accepted before the effective date. **3/1/2011: Form DS-3053 Original Notarized consent, Special, General, Limited Power of Attorney, or notarized affidavit requires non-applying parent's photocopy of valid ID front and back, and is valid 90 days from notarized date for US passport requirements.**
- **11/1/2004:-** A written consent from the non-applying parent/guardian must be notarized and is valid for only 90 days from notarized date
Applicants must submit with the application the following applicable documents for processing at the Honolulu Passport Agency:

1. Evidence of U.S. Citizenship:

- A. Certified Birth Certificate issued by the city, county or state Registrar's Office.
- B. Previously issued, undamaged U.S. Passport
- C. Born outside the U.S.
 - Submit Naturalization Certificate
 - Certificate of Citizenship (undamaged) OR
 - Consular Report of Birth Abroad or Certificate of Birth

2. Evidence of Relationship between Child and Parent(s)/Guardian(s):

1. Minor's certified U.S. birth certificate with both parents names
2. Minor's certified Foreign Birth Certificate with both parents' names
3. Minor's Report of Birth Abroad with both parents' names (with English translation)
4. Adoption Decree with Adopting parents' names (with English translation)
5. Court Order establishing custody
6. Court Order establishing guardianship.

If the parent(s)/legal guardian's name is other than that on the document, evidence of legal name change is required for minors 17 yrs and below.

3. (1) Passport Photo (Must not be more than 6 months old)

- Must be 2x2 inches in size
- Must show full front face view
- Clothing must be in normal street attire. No uniforms, insignia, hats or dark glasses.
- Black & white Polaroid's are unacceptable

4. Bring a photocopy of the front and back of each ID document for each applicant that you WILL PRESENT when you apply.

- Examples of Identification: Drivers license, Military Identification, State ID, Government ID.

Initial Application for MINORS 15 years old & Below, LOST or STOLEN PASSPORT Requirements:

Complete & Submit Form DS-11 *Application for a U.S. Passport* and provide:

- #1 Evidence of U.S. Citizenship
- #2 Evidence of Relationship between Child and Parent(s)/Guardian(s)
- #3 One Passport Photo
- #4 ID of Parent(s)/Guardian(s)
- Pay the Applicable Fee

Federal Regulations Title 22, Section 51.28, Require all minors be present with both parents when applying for a U.S. passport. NO EXCEPTIONS.

Renewal for MINORS 15 yrs and Below Requirements:

Complete & Submit Form DS-11 *Application for a U.S. Passport* and provide:

- #1B Most recent U.S. passport (undamaged)
- #2 Evidence of Relationship between Child and Parent(s)/Guardian(s)
- #3 One Passport Photo
- #4 ID of parent(s)/legal guardian(s)
- Pay the applicable Fee

Federal Regulations Title 22, Section 51.28, Require all minors be present with both parents when applying for a U.S. passport. NO EXCEPTIONS.

Effective 7/25/2011 passport fees must be paid in cash with the Treasurer of Guam.

**** COURIER SERVICES must be paid by personal check, money order, cashiers check only**

NO CASH/ NO CREDIT CARD ACCEPTED!!!!!!

- > **\$18.00 - Payable to DHL or TNT (GUAM-HONOLULU)**
- > **\$12.85 - Payable to U.S. Department of State (HONOLULU-GUAM)**

PASSPORT FEES FOR MINORS				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$105	\$1	N/A	\$106
3 weeks	\$105	\$1	\$60	\$166
3 weeks	\$105	> See above for Courier & State Dept. Fee	\$60	\$165

Effective 7/25/2011 passport fees must be paid in cash with the Treasurer of Guam.

****COURIER SERVICES must be paid by personal check, money order, cashiers check only**

NO CASH/ NO CREDIT CARD ACCEPTED!!!!!!!

→ \$18.00 - Payable to DHL or TNT (GUAM-HONOLULU)

→ \$12.85 - Payable to U.S. Department of State (HONOLULU-GUAM)

Requirements for Additional Pages: Complete & Submit Form DS 4085, provide previously issued, undamaged U.S. Passport.

Initial application for ADULT 16 years old & above, STOLEN or LOST PASSPORT Requirements:

Complete & Submit Form DS-11 Application for a U.S. Passport and provide:

- #1 Evidence of U.S. Citizenship
- #3 One Passport Photo
- #4 Present Identification
- Pay the Applicable Fee

Adults 16 and 17 years old must be accompanied by ONE Parent or Guardian. Please provide Evidence of Relationship.

ADULT Renewal Requirements:

Complete & Submit Form DS-82 and provide:

- Previously issued, undamaged U.S. passport
- Provide One Passport Photo
- Pay the Applicable Fee
- Certified name change document if applicable.

PASSPORT FEES FOR ADULTS 16 YEARS & ABOVE AND FOR STOLEN or LOST PASSPORT				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$135	\$1	N/A	\$136
3 weeks	\$135	\$1	\$60	\$196
3 weeks	\$135	<i>See above for Courier & State Dept. Fee</i>	\$60	\$195

PASSPORT FEES FOR ADULT RENEWAL				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$110	\$1	N/A	\$111
3 weeks	\$110	\$1	\$60	\$171
3 weeks	\$110	<i>See above for Courier & State Dept. Fee</i>	\$60	\$170

REQUIREMENTS for Additional Pages:

Complete & Submit Form DS 4085 and provide previously issued, undamaged U.S. Passport.

FEES FOR ADDITIONAL PASSPORT PAGES				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$82	\$1		\$83
3 weeks	\$82	\$1	\$60	\$143
3 weeks	\$82	<i>See above for Courier & State Dept. Fee</i>	\$60	\$142

FEES FOR PASSPORT CARDS (30 characters on given name including spaces)	
MINORS (Below 15)	\$15
ADULTS (16 & Above)	\$30