

GUAM PASSPORT OFFICE
Guam Department of Revenue & Taxation Building
1240 Route 16 Barrigada, Guam 96913
(671) 635-7699 ext. 803, 806, 807

APPLICATION INTAKE: Monday to Friday 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:

- 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. 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.
- 5/2/2011: The Honolulu Passport Agency will mail all U.S. passport book, U.S. passport card and U.S. citizenship documents to the applicants mailing address via United States Postal Service (USPS).

Help! My passport has already been issued and mailed to me, but I have not received it. What do I do?

- ❖ Contact the [National Passport Information Center](#) toll free @1-877-487-2778 (TDD: 1-888-874-7793) or by email @ NPIC@state.gov. A Customer Service Representative will confirm the date your was passport mailed to you, the address to which it was mailed and, if necessary, help you to report the non-receipt of your passport.
- ❖ Please notify Guam Passport Office of Non-Receipt of your Passport Book or Passport Card.

You have **90 DAYS** from the date your passport was **ISSUED** to report that you have not yet received it in the mail. If you do not report the non-receipt of your passport within 90 days of the issue date, you will be **REQUIRED** to **REAPPLY** and **SUBMIT THE FULL PASSPORT FEE**.

BY LAW, THE PASSPORT FEES ARE NON-REFUNDABLE

Applicants **MUST SUBMIT** with application the following applicable documents for processing at the Honolulu Passport Agency:

1. Evidence of U.S. Citizenship:

- A. Certified Birth Certificate must show the full name of the child at birth, be issued by the office of vital statistics of the state, county, or city where the birth occurred, indicate the date and place of birth, bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority, indicate a registration or file date that is within 1 year of the birth. Birth certificate must be an ORIGINAL AND CERTIFIED DOCUMENT (NOTARIZED COPIES AND PHOTOCOPIES ARE NOT ACCEPTED). Beginning April 1, 2011, all birth certificates must also include the full names of the applicant's parent(s).
- B. Previously issued, undamaged U.S. Passport Book or U.S. Passport Card.
- C. Born outside the U.S.
 - Submit Naturalization Certificate
 - Certificate of Citizenship
 - Consular Report of Birth Abroad or Certificate of Birth

(Pursuant to Title 5 Guam Code Annotated, Section 20110, a \$1 fee per page will be assessed for ALL PHOTOCOPIES effective 09/16/13)

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)/ 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. Submit a PHOTOCOPY of the Identification Document(s)

Bring a valid ID along with a PHOTOCOPY of the FRONT and BACK of each ID document for each applicant that you **WILL PRESENT** when you apply. Photocopy must be on plain white, 8 1/2 x 11" standard paper stock, showing the front and the back of your ID.

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

Initial Application for MINORS 15 years old & Below, LOST or STOLEN U.S. PASSPORT Requirements:
Complete Form DS 64 to report LOST/STOLEN PASSPORT.

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/guardian 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 Book* 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 parent's/guardian's 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.

PASSPORT FEES FOR MINORS (BY LAW PASSPORT FEES ARE NON-REFUNDABLE)				
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	<i>Refer to far right for additional Fees (checks or money order ONLY for Courier Fees) -----»</i>	\$60	\$165 (+) Two separate checks/money order for COURIER FEES in the amount of \$18.00 DHL or TNT Courier Fee \$14.85 U.S. Department of State Fee
FEES FOR U.S. PASSPORT CARDS (30 characters on given name including spaces)				
MINORS (Below 15)		\$15		

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

U.S. PASSPORT FEES FOR ADULTS 16 YEARS & ABOVE AND FOR STOLEN or LOST PASSPORT (BY LAW PASSPORT FEES ARE NON-REFUNDABLE)				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$135	\$1		\$136
3 weeks	\$135	\$1	\$60	\$196
3 weeks or less	\$135	<i>Refer to far right for additional Fees (checks or money order ONLY for Courier Fees) -----»</i>	\$60	\$195 (+) Two separate checks/money order for COURIER FEES in the amount of \$18.00 DHL or TNT Courier Fee \$14.85 U.S. Department of State Fee
FEES FOR U.S. PASSPORT CARDS (30 characters on given name including spaces)				
16 - 17 YEARS OF AGE & ABOVE		\$30		

ADULT Renewal Requirements:

Complete & Submit Form DS-82 and provide:

- Previously issued, undamaged U.S. passport book and/or passport card, (if damaged please inquire with acceptance agent)
- You were @ least 16 years of age or older when passport book or passport card was **ISSUED**, and **ISSUED** less than 15 years ago.
- One (2x2 inches) Passport Photo
- Pay the Applicable Fee
- CERTIFIED name change document if applicable, **NO PHOTOCOPIES.**

U.S. PASSPORT FEES FOR ADULT RENEWAL (BY LAW PASSPORT FEES ARE NON-REFUNDABLE)				
Processing Time	Passport Fee	Postage Fee	Expedite Fee	CASH ONLY
4-6 weeks	\$110	\$1		\$111
3 weeks	\$110	\$1	\$60	\$171
3 weeks or less	\$110	<i>Refer to far right for additional Fees (checks or money order ONLY for Courier Fees) -----»</i>	\$60	\$170 (+) Two separate checks/money order for COURIER FEES in the amount of \$18.00 DHL or TNT Courier Fee \$14.85 U.S. Department of State Fee
FEES FOR U.S. PASSPORT CARDS (30 characters on given name including spaces)				
ADULT RENEWAL		\$30		

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

FEES FOR ADDITIONAL U.S. 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 or less	\$82	<i>Refer to far right for additional Fees (checks or money order ONLY for Courier Fees) -----»</i>	\$60	\$142 (+) Two separate checks/money order for COURIER FEES in the amount of \$18.00 DHL or TNT Courier Fee \$14.85 U.S. Department of State Fee

(Pursuant to Title 5 Guam Code Annotated, Section 20110, a \$1 fee per page will be assessed for ALL PHOTOCOPIES effective 09/16/13)