

# Guam Passport Office

APPLICATION INTAKE: Monday to Friday 8:00 AM – 3:00 PM, 635-8974

(Closed on weekends and recognized holidays)

FOR MORE INFORMATION OR TO DOWNLOAD APPLICATIONS VISIT: [www.travel.state.gov](http://www.travel.state.gov)

Contact the National Passport Information Center toll free @1-877-487-2778 (TDD: 1-888-874-7793) or by email @ NPIC@state.gov.

**\*\*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.**

**\*\*You have 90 DAYS from the date your passport document 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.**

**\*\*\*Requirements for Initial, Renewal, Lost or Stolen U.S. Passport book and/ or card for MINORS 15 years old & below:**

❖ **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 book and/or card. NO EXCEPTIONS. If the parent(s)/guardian's name is other than that on the document, evidence of legal name change is required for the minors 17 yrs of age and below.**

**NO WHITE OUT ALLOWED ON FORMS (Cross out Errors/Initial & rewrite.)**

**Complete form DS 64 to report LOST/STOLEN PASSPORT.**

**Complete DS-11 and Must Submit:**

## **1. Evidence of U.S. Citizenship:**

**A. Previous U.S. Passport (may be expired, must be undamaged). Applies to renewal must submit with (D)**

**Applies to Initial, Lost or Stolen;**

Beginning April 1, 2011 all United States birth certificates submitted for minor and adult passport applications must contain the name of the parent(s) in addition to the previous requirements.

**B. Certified U.S. 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. **NOTORIZED COPIES AND PHOTOCOPIES ARE NOT ACCEPTED.****

## **C. Born outside the U.S.:**

- ❖ Submit Naturalization Certificate
- ❖ Certificate of Citizenship
- ❖ Consular Report of Birth Abroad or Certificate of Birth Abroad

## **D. Evidence of child's relationship to parents/guardian(s): (Applies to renewal must submit with (A)).**

- ❖ Certified U.S. birth certificate including parent(s)' names
- ❖ Certified foreign birth certificate including parent(s)' names
- ❖ Report of Birth Abroad (Form FS-240)
- ❖ Certification of Birth Abroad (Form D-1350) with parent(s)' names
- ❖ Adoption decree including adopting parent(s) names
- ❖ Court order establishing custody
- ❖ Court order establishing guardianship

## **2. (1) Passport Photo (Must not be more than 6 months old):**

- ✓ Must be 2x2 inches in size
- ✓ Taken in full-face front directly facing the camera
- ✓ Clothing must be in normal street attire. No uniforms, insignia, hats or dark glasses
- ✓ Taken in front of a plain white or off-white background

## **3. Identification of parent(s)/guardian(s): (Effective 7/8/2016, Courtesy copy request will not be available.)**

**Must bring a valid identification along with a CLEAR PHOTOCOPY of the FRONT and BACK to be submitted with "each" DS11 application form.**

**Photocopy must be on a plain white single sided, 8 1/2 x 11" standard paper showing the front and the back of your valid identification.**

**Examples of valid identification: Guam Driver's License, Military ID, State ID, Government ID.**

PASSPORT FEES FOR MINORS 15 years and below			(BY LAW PASSPORT FEES ARE NON-REFUNDABLE)	
Processing Time	Passport Fee	Execution Fee / Courier Fees	Expedite Fee	CASH ONLY
4-6 weeks	\$80	\$25	N/A	\$105
3 weeks	\$80	\$25	\$60	\$165
3 weeks	\$80	\$25 / Courier fees must be paid with (2) separate personal checks, cashier's checks /money orders payable to: \$18.00 DHL or TNT \$20.66 U.S. Department of State	\$60	\$165
<b>FEE FOR U.S. PASSPORT CARD MINOR 15 YEARS OLD AND BELOW \$15 (30 characters on given name including spaces )</b>				

**\*\*\*Requirements for Initial, Renewal, Lost or Stolen U.S. Passport book and/ or card for Adults and MINORS 16 years old & up: Minors 16 years old and up need to be accompanied by (1) parent/legal guardian.**

- You are applying for your first U.S. passport; or
- Your previous U.S. passport was issued when you were under age 16; or
- Your previous U.S. passport was lost, stolen, or damaged; or
- Your previous U.S. passport was issued more than 15 years ago; or
- Your name has changed since your U.S. passport was issued and you are unable to legally document your name change.

**Must submit w/ DS-11 and DS64 for Lost or Stolen:**

**1. Evidence of U.S. Citizenship:**

**A. Previous U.S. Passport (may be expired, must be undamaged).**

Beginning April 1, 2011 all United States birth certificates submitted for minor and adult passport applications must contain the name of the parent(s) in addition to the previous requirements.

**B. Certified U.S. 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. **NOTORIZED COPIES AND PHOTOCOPIES ARE NOT ACCEPTED.**

**C. Born outside the U.S.:**

- ❖ Submit Naturalization Certificate
- ❖ Certificate of Citizenship
- ❖ Consular Report of Birth Abroad or Certificate of Birth Abroad

**2. (1) Passport Photo (Must not be more than 6 months old):**

- ✓ Must be 2x2 inches in size
- ✓ Taken in full-face front directly facing the camera
- ✓ Clothing must be in normal street attire. No uniforms, insignia, hats or dark glasses
- ✓ Taken in front of a plain white or off-white background

**3. Identification of parent(s)/guardian(s): Effective 7/8/2016, Courtesy copy request will not be available.)**

**Must bring a valid identification along with a CLEAR PHOTOCOPY of the FRONT and BACK to be submitted with "each" DS11 application form.**

**Photocopy must be on a plain white single sided, 8 1/2 x 11" standard paper showing the front and the back of your valid identification.**

**Examples of valid identification: Guam Driver's License, Military ID, State ID, Government ID.**

U.S. PASSPORT FEES FOR ADULTS and Minors 16-17 YEARS of age, LOST or STOLEN PASSPORT BOOK AND/OR CARD (BY LAW PASSPORT FEES ARE NON-REFUNDABLE)				
Processing Time	Passport Fee	Execution Fee / Courier Fees	Expedite Fee	CASH ONLY
4-6 weeks	\$110	\$25		\$135
3 weeks	\$110	\$25	\$60	\$195
3 weeks	\$110	\$25 / Courier fees must be paid with (2) separate personal checks, cashier's checks/money orders payable to: \$18.00 DHL or TNT \$20.66 U.S. Department of State	\$60	\$195

**Adult Passport Card \$30 (30 characters on given name including spaces)**

**Requirements for Adult Renewal:**

**NO WHITE OUT ALLOWED ON FORMS (Cross out Errors, Initial & rewrite.)**

**Complete DS82 if you can submit:**

Your most recent U.S. passport book and/or card, the passport book and/ or card is undamaged, can be submitted with your application, was issued when you were age 16 or older, was issued within the last 15 years, issued in your current name and can legally document your name change with original or certified copy of your marriage certificate or the Government-issued document evidencing your legal name change.

**If any of the above statements do not apply to you, you must complete DS11 and apply in person.**

**Complete DS82 and Must Submit:**

**1). Most recent U.S. passport book and/or card undamaged:**

Your old passport book and/or card will be returned to you by mail and may come in a separate mailing from your new passport.

**A). Submit a certified copy of your marriage certificate or court order if your name has changed.**

If the name you are currently using differs from the name on your most recent U.S. passport, you must submit a certified copy of your marriage certificate or court order showing the change of name. All documents will be returned to you by mail.

**2. (1) Passport Photo (Must not be more than 6 months old):**

- ✓ Must be 2x2 inches in size
- ✓ Taken in full-face front directly facing the camera
- ✓ Clothing must be in normal street attire. No uniforms, insignia, hats or dark glasses
- ✓ Taken in front of a plain white or off-white background

**U.S. PASSPORT FEES FOR ADULT RENEWAL (BY LAW PASSPORT FEES ARE NON-REFUNDABLE)**

Processing Time	Passport Fee	Courier Fees	Expedite Fee	CASH ONLY
4-6 weeks	\$110			\$110
3 weeks	\$110		\$60	\$170
3 weeks	\$110	Courier fees must be paid with (2) separate personal checks, cashier's checks/ money orders payable to: \$18.00 DHL or TNT \$20.66 U.S. Department of State	\$60	\$170

**Adult Passport Card \$30 (30 characters on given name including spaces)**