

How to get a U.S. Passport

At

UNCP Mail Services

2. Fill out the DS-11 Form one of two ways.

1. Form filler where you answer the questions and everything is typed. Print one sided when you are through. <https://pptform.state.gov/>

2. Print the PDF version and fill out by hand in black ink only. They will not accept anything that has been lined through. If you make an error you must start over again.

<https://eforms.state.gov/Forms/ds11.pdf>

The screenshot shows the homepage of Travel.State.Gov, a service of the Bureau of Consular Affairs, U.S. Department of State. The page is titled "U.S. Passport Applications and Forms". A yellow banner contains a "Special message for customers renewing a passport" with three options: mail, in-person, and online. Below this, there is a section for "Before you may enter your personal information to get a passport, you must review the U.S. Department of State's Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers". A checkbox indicates that the user has read these notices. At the bottom, there is a "Need Help?" section with contact information for application status, questions, and technical problems.

The screenshot shows the "APPLICATION FOR A U.S. PASSPORT" form. The form is titled "U.S. Department of State APPLICATION FOR A U.S. PASSPORT" and includes the OMB Control No. 1405-0004, Expiration Date: 04-30-2025, and Estimated Burden: 85 Minutes. It instructs applicants to read all instructions first and type or print in black ink. The form is divided into several sections: SECTION A. ELIGIBILITY TO USE THIS FORM, SECTION B. STEPS TO APPLY FOR A U.S. PASSPORT, and SECTION C. HOW TO COMPLETE THIS FORM. SECTION A includes checkboxes for whether the applicant is applying for their first passport or renewing an existing one. SECTION B lists six steps: complete the form, attach a color photograph, schedule an appointment, arrive for the appointment, track application status, and receive the new passport. SECTION C provides instructions for filling out the form, including a note that numbers match the numbered items of the form.

3. Gather all necessary information. You will need:

1. A valid US Driver's License or State Issued ID Card
2. A Certified Copy of a U.S. Birth Certificate with the raised Seal on it (This document will be sent off with the application and returned to you when the passport is issued.)
 - a. Or a Naturalization Certificate original copy with the seal (This document will be sent off with the application and returned to you when the passport is issued.)



4. Go see the BravesCard office, in the Business and Auxiliary Services Building, to get a Passport Photo. Photos are \$14 debit/credit only.



5. Get a money order or check for Passport Payment. All Payments for the Passport Book need to be paid via Money Order or Personal Check, Payable to **U.S. Dept of State.**

Expedited Passport Book, 2 to 3 week wait, is **\$190.00**

Routine Passport Book, 6 to 8 week wait, is **\$130.00**



6. Book an Appointment with us at Mail Services. Call us during office hours, Monday thru Friday 8:00am to 4:30pm, to book your appointment. We schedule appointments Monday thru Friday from 8:30 am to 3:00pm every half hour.

Kaley Harris- 910-521-6210

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