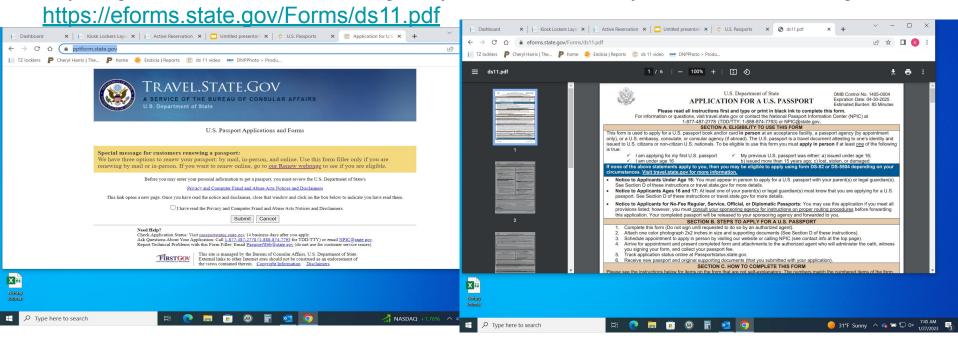
How to get a U.S. Passport

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.



- 3. Gather all necessary information. You will need:
 - 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 Ronnie Strickland- 910-521-6162 Kayla Clark-910-521-6208 Micheal Baxley- 910-522-5759

