



## PASSPORTS

**HOURS OF OPERATION: By Appointment Only**

**Monday thru Friday (except holidays)  
8:30 am to 12 pm; 2 pm to 4 pm**

**Please call 704-282-0216**

As a Passport Acceptance Facility, we will accept your **completed** application (**by appointment only**) for a new Passport and forward it to the Passport Services section of the U.S. Department of State. They make the final decision on whether or not to issue you the passport.

All applicants submitting passport application **Form DS 11** must:

- Appear in person
- Submit proof of U.S. citizenship (certified birth certificate, expired passport, naturalization certificate)
- Submit proof of identity (driver's license, military ID, other government issued ID)
- Passport photo required. (**Photos can be taken on site at our office for a fee of \$10 per applicant**)

Please contact our office for additional requirements for applicants under the age of 18.

Two payments are required:

- The application fee <https://travel.state.gov/passport/fees> is payable to the U.S. Department of State by personal check or money order (no cash, check or credit card).
- The execution fee (\$25) and photo fee (\$10) are payable to Union County Register of Deeds by **CASH** only.

Please visit the U.S. Department of State's website: <https://travel.state.gov> for applications and detailed information on obtaining a passport.

Our office is located at 500 North Main Street, Suite 239, Monroe, NC 28112. We are located in the Union County Government Center. You may park in the Church Street parking lot for free.