



**GUAM U.S. PASSPORT OFFICE**  
**INFORMATION TO APPLICANT**

PLEASE PRINT CLEARLY  
 USE BLACK INK

TEL: (671) 477-8974

**1. PASSPORT APPLICANT MUST SUBMIT ONE OF THE FOLLOWING DOCUMENTS FOR PROOF OF CITIZENSHIP:**

<p><b>A.</b> Applicant born in the U.S. must submit a CERTIFIED BIRTH CERTIFICATE from the REGISTRAR'S OFFICE showing full name, date, and place of birth, a file date recorded not more than one (1) year after birth occurred, must bear the official seal from the Registrar's Office.</p>	<p><b>B.</b> MOST RECENT U.S. PASSPORT (IF THE PASSPORT IS MUTILATED, DAMAGED OR ALTERED, APPLICANT MUST ALSO SUBMIT "A" OR "C" OR A PREVIOUSLY ISSUED UNDAMAGED U.S. PASSPORT.)</p>	<p><b>C.</b> NATURALIZATION/CITIZENSHIP CERTIFICATE.</p>
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**NOTE: FOR CHILDREN 13 AND UNDER, A & B ARE REQUIRED ALSO BOTH PARENTS MUST BE PRESENT WHEN APPLYING. 14 AND UP MUST BE PRESENT WHEN APPLYING/EXCEPTION ADULT RENEWAL. EFFECTIVE FEBRUARY 1, 2004, ALL MINORS ARE REQUIRED TO BE PRESENT WHEN APPLYING WITHOUT EXCEPTIONS.**

**2. TWO (2) IDENTICAL PASSPORT PHOTOS.**

Size 2x2 inches taken within six (6) months. It must show FULL FRONT VIEW with a PLAIN WHITE or OFF-WHITE BACKGROUND. Taken in normal street attire (NO UNIFORMS OR INSIGNIA) No hats or dark glasses. BLACK AND WHITE POLAROID'S are NOT ACCEPTABLE.

**3. VALID IDENTIFICATION: (MUST BE AT LEAST NINE (9) MONTHS FROM ISSUE DATE.)**

A. Driver's License.	B. Military ID.	C. State: Government of Guam ID.
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**ROUTINE PROCESSING TIME SIX (6) WEEKS. PROCESSING TIME NOT GUARANTEED.**

\$ 85.00	New applicant 16 years or older/most recent passport issued before your 16 <sup>th</sup> Birthday/unable to present recent passport/mutilated, damaged, or altered <b>DO NOT SIGN DSP-11</b> Brown Form. (Add \$1.00 per applicant for postage.)
\$ 55.00	Adult renewal/most recent passport issued on or after 16 <sup>th</sup> birthday and issued within the past 15 years. (Add \$1.00 per applicant for postage.)
\$ 70.00	Applicants under the age of 16 years. New/Renewal (Add \$1.00 per applicant for postage.)

**EXPEDITE SERVICE:**

<b>Option 1.</b>	\$	Application Fee	<b>Option 2.</b>	\$	Application Fee
5 to 10	\$60.00	Expedite Fee	3 Weeks	\$60.00	Expedite Fee
Working days	\$25.00	Courier Fee	Per applicant	\$1.00	
		(TNT) Courier			
Per Applicant	\$26.44	Courier Fee			
		(Courier Corp)			

**COURIER FEE MUST BE PAID BY MONEY ORDER OR CASHIERS CHECK. TWO (2) SEPARATE MONEY ORDER OR CASHIERS CHECK. PER APPLICANT.**

**NOTE:** Passport, expedite and postage fees can be paid by **CASH, MONEY ORDER** or **CASHIERS CHECK.**

**PAYMENT:** The Guam Passport Office accepts the following mode of payment: **CASH, MONEY ORDER** or **CASHIERS CHECKS.**

**OFFICE HOURS** are from 8:00 am to 4:00 pm. For Customer Service Monday thru Friday. Closed on Saturdays and Sundays and government of Guam Holidays.