

AAD Student Passport Checklist

In preparation for our visit to the Alamance County Register of Deeds to apply for passports, please prepare the following items:

STEP 1: Schedule Your School Appointment (Required)

- Select a time for Friday, May 1 (see times below) and schedule with Mrs. Curmon at least one week in advance.
- Plan for parent(s) and student to attend.

Available Time Windows – Friday, May 1, 2026

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|------------|-----------|------------|------------|
| • 9:00 AM | • 9:30 AM | • 10:00 AM | • 10:30 AM |
| • 11:00 AM | • 1:00 PM | • 1:30 PM | • 2:00 PM |

STEP 2: Complete Required Forms

- Download and Fill out Form DS-11 but **DO NOT SIGN**
- Print and bring completed form to appointment

STEP 3: Bring Child's Citizenship Document

- Certified birth certificate (REQUIRED) and Photocopy of the birth certificate

STEP 4: Parent/Guardian Requirements

- Both parents attend OR one parent + notarized consent form (DS-3053)
- Bring valid photo ID and photocopy of ID

STEP 5: Passport Photo

- Bring a 2x2 passport photo (can be taken at CVS, Walgreens, UPS Store, etc.)

STEP 6: Payment (Handled by AAD)

- No payment required from families. Passport fees are included in tuition.

STEP 7: Day-of Appointment (April 30 at your scheduled time)

- Bring all required documents (originals + copies)
- Student must be present
- Be prepared to sign documents in person