

PASSPORTS

We are a Passport Acceptance Facility

HOURS:

Office hours for submitting applications are 8:30 a.m. – 4:30 p.m.

FEES:

Adult Passport Book/Card (16 years and over) Good for 10 years.

1. \$110.00 for Passport Book & \$30.00 Passport Card
Check or Money Orders Only
Made payable to the [U.S. Department of State](#)
2. \$25.00 made payable to the [Register of Deeds](#)
Check or Cash

Minor's Passport Book/Card (15 years and under). Good for 5 years.

1. \$80.00 for Passport Book & \$15.00 for Passport Card
Check or Money Orders Only
Made payable to [U.S. Department of State](#)
2. \$25.00 made payable to the [Register of Deeds](#).
Check or Cash
3. Both parent must be present with ID to execute a passport for children 15 years of age and under.

APPLICATION REQUIREMENTS:

1. You must apply in person and be a U.S. or Naturalized Citizen.
2. Submit proof of citizenship in the form of a birth certificate or naturalization certificate.
3. Valid driver's license or a Michigan State I.D.
4. Passport Photo
5. Passport Application, obtained at the Register of Deeds office, or go to www.travel.state.gov (form DS-11) may be filled out on line and printed.