

## Passports

We are a Passport Acceptance Facility.

### Hours:

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

- **By Appointment Only**

### Fees:

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

1. \$130.00 for Passport Book and \$30.00 Passport Card.
  - Check or Money Orders Only.
  - Made payable to the [U.S. Department of State](#).
2. \$35.00 made payable to the [Register of Deeds](#).
  - Check or Cash

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

1. \$100 for Passport Book and \$15.00 for Passport Card.
  - Check or Money Orders Only.
  - Made payable to the [U.S. Department of State](#).
2. \$35.00 made payable to the [Register of Deeds](#).
  - Check or Cash.
3. **BOTH** parents 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 a naturalization certificate.
3. Valid driver's license or Michigan State I.D.
4. Passport Photo
5. Passport Application, obtained at the Register of Deeds office, or go to [www.travel.state.gov](http://www.travel.state.gov) (Form DS-11) may be filled out online and printed.