

WEXFORD COUNTY REGISTER OF DEEDS OFFICE – PASSPORT INFORMATION

**MONDAY – FRIDAY 8:30 a.m. to 4:00 p.m.
(231) 779-9455**

WHAT YOU WILL NEED:

1. PROOF OF U.S. CITIZENSHIP (ONE OF THE FOLLOWING)

- A. Previous Passport
- B. Certified Birth Certificate – **Must Contain the Following:** A Raised Seal, Parents’ Names, Your Date of Birth, Place of Birth, Registrar’s Signature & Date Certification Was Filed with The Registrar’s Office and Must Be Within 1 Year from Date of Birth
- C. Naturalization of Citizenship
- D. Report of Birth Abroad

2. IDENTIFICATION DOCUMENTATION WITH PHOTO (MUST BE CURRENT)

We Must See the Photo ID And **You Must Supply a Photocopy of The Presented ID For Submission with Your Application**

- A. Valid Driver’s License (**Not Temporary or Learners Permit**)
- B. US PASSPORT (**Not Expired**)
- C. Naturalization/Citizenship Certificate (Within Last 5 Years)
- D. Official Military Identification Card
- E. State Issued Identification Card

3. PHOTOGRAPHS

- A. Good Likeness, Full Face, Normal Street Attire (**No Hats, Uniforms, Glasses, Camouflage or Logos**)
- B. 1 Photo with Normal Face Expression (**Must Be Official Passport Photo** Available at Walgreens, Walmart or Meijer).
- C. Must Have a White or Off-White Colored Background

4. FEES

- A. \$130.00 For Applicants 16 Years and Older (Good For 10 Years)
- B. \$100.00 For Applicants 15 Years and Younger (Good For 5 Years)
*Either of the Above Fees Must be in the Form of a **Check** or **Money Order Made Payable to US Department of State**
- C. \$35.00 Execution Fee (To Acceptance Facility – **Register of Deeds**)
- D. \$60.00 Expedite Fee (If Needed Quicker Than Normal)
- E. \$33.25 To Expedite Delivery of Passport to State Department and \$22.05 (Postage) For the Overnight Return If Expediting Application
- F. Passport Card - \$30.00 For 16 Years and Older And/or \$15.00 For Under 16 Years of Age
Passport Card Is Not Good for Any Air Travel
- G. Fees are subject to change.

5. APPLICATION – USE ONLY BLACK INK

- A. DS-11 (Executed by Acceptance Facility – Register of Deeds)
- B. DS-82 (Mailed by Applicant – Must Be Eligible to Use)
- C. Applications may be obtained at the Register of Deeds office or go to www.travel.state.gov. Form DS-11 may be filled out online and printed.

Personal Appearance Is Required by All Applicants Including Infants. CHILDREN UNDER 16 YEARS OF AGE MUST BE ACCOMPANIED BY BOTH PARENTS UNLESS ADDITIONAL REQUIREMENTS ARE MET.