

# DOCUMENTATION REQUIRED

## Completed Application

- Do not sign the application until the passport agent instructs you to do so.

## Proof of U.S. Citizenship

- Previous U.S. Passport
- Certified U.S. Birth Certificate
- Certificate of Naturalization
- Certificate of Citizenship

## Proof of Identity

- Current and Valid: Drivers License, State ID card or Military ID

## One Passport Photo

- Can be obtained at AAA, Rite-Aide, CVS stores, Kinko's, Walgreen's, etc...

## Payment

- Two separate payments are required at the time of application. See "Fees" section.
- One check or money order to the Department of State
- One check, money order, or cash to Plymouth Township
- **PLEASE NOTE: cash, credit card and debit card payments are not accepted at this location.**

# WHERE TO APPLY

Plymouth Township Clerk's Office,  
9955 N Haggerty Rd  
Plymouth, MI 48170

**Monday through Wednesday only**  
8:00 a.m. to 3:30 p.m.  
(Hours subject to change)

Applications will not be accepted the day prior, the day of, or the day following a scheduled Federal, State, County or Local Election

# NEW APPLICANTS

You must complete Form DS-11, *Application for Passport*  
Information Requested includes:

- Date and place of birth
- Social Security Number
- Parent's names, dates and birthplaces
- Emergency contact number
- Occupation
- Travel Plans (not mandatory)

Documentation for Proof of Citizenship must be an original with seal and will be sent in with your application. Photocopies will not be accepted.

You may apply to your Birth State or local office for a certified copy. In Michigan call (517) 335-8666; out of state call (800) 255-2414

# Passport

APPLICATION  
INFORMATION

Plymouth Township's  
guide to:

NEW APPLICATIONS  
RENEWALS  
MINORS  
FEES  
PROCESSING TIME



# PASSPORT RENEWALS

*(DONE YOURSELF BY MAIL)*

If you have an expired passport, you may be eligible to renew on your own by mail using form DS-82, found online at [www.travel.state.gov](http://www.travel.state.gov).

Requirements are:

- Passport book or card can be submitted with application
- Passport was issued when you were 16 or older.
- Passport was issued in the last 15 years.
- You use the same name as on the passport to be renewed, or if the name was changed by marriage or court order, you can submit proper documentation to reflect the name change.

## Renewal fees

\$110 fee for each Passport Book  
\$ 30 fee for each Passport Card

# MINORS

## Under 16

- Both parents must be present
- Show and submit evidence of the child's citizenship
- Present proof that they are the child's parents
- Valid personal ID
- Sign application and take oath

# FEES

## Minors - under 16

Passport Book      \$80 passport fee  
                                 \$25 execution fee  
                                 \$105 TOTAL

Passport Card      \$15 passport fee  
                                 \$25 execution fee  
                                 \$40 TOTAL

## Adults - 16 and over

Passport Book      \$110 passport fee  
                                 \$25 execution fee  
                                 \$135 TOTAL

Passport Card      \$30 passport fee  
                                 \$25 execution fee  
                                 \$55 TOTAL

If applying for both a Passport Book and Card at the same time, only ONE execution fee will be charged. Please note: passport and execution fees are 2 separate payments.

## Passport fees

Must be paid by check or money order to U.S. Department of State.

## Processing fees

May be paid by either cash or a check made out to the Charter Township of Plymouth.

## Expedited fees

An additional \$60 for each application – plus an additional \$15.45 for overnight return service.

# PROCESSING TIME

Customers making routine applications should receive their passports within six to eight weeks. All inquiries on processing must be made directly to the National Passport Information Center at (877) 487-2778.

If you are traveling within 14 days and require a passport, you will need to visit the Detroit Passport Agency in person. To schedule an appointment call (877) 487-2778.

**Expedited service** assures receipt of a passport within about three weeks for an additional fee of \$60. For overnight return service of an expedited application, the customer must provide an additional \$20.66 for postage - in addition to the Passport, Processing and Expedite fees.

# VALIDITY

Passports issued to a person under age 16 will be valid for five years.

Passports issued to a person 16 years of age and over will be valid for ten years.

For more information, visit the U.S. Department of State's website, [www.state.gov/travel](http://www.state.gov/travel) or call (202) 647-5225 to hear recorded information and travel advisories.  
**INCOMPLETE SUBMISSIONS WILL DELAY PASSPORT ISSUANCE**