

APPLYING FOR A NEW PASSPORT



FORMS

- COMPLETE FORM DS-11
- PROOF OF CITIZENSHIP (ORIGINAL DOCS)
- VALID IDENTIFICATION
- PASSPORT PHOTO (2X2) AVAILABLE AT OUR OFFICE
- PASSPORT FEES-
 - PAYABLE TO U.S. DEPARTMENT OF STATE
(CHECK OR MONEY ORDER)
- ACCEPTANCE FEE
 - PAYABLE TO WATERFORD TOWNSHIP
TWP FEES: CASH, CREDIT/DEBIT CARD, MONEY ORDER -
NO PERSONAL CHECKS

ACCEPTANCE FEE:

- ACCEPTANCE FEE: \$35.00
- PHOTO: \$ 15.00

PAYABLE TO WATERFORD TWP.

1ST TIME ADULT PASSPORT (16+)

- Passport Book: \$130.00
- Passport Card: \$ 30.00
- Expedite Fee: \$ 60.00
- 1-2 Day Delivery: \$ 22.05

ONE CHECK PAYABLE TO U.S. DEPT. OF STATE

FEES

MINOR PASSPORT (UNDER 16)

- Passport Book: \$100.00
- Passport Card: \$ 15.00



APPOINTMENTS

Schedule an appointment at www.waterfordmi.gov/passports

RENEWAL

Use Form - DS-82:

Some qualify to renew online. Visit www.travel.state.gov to see if you qualify.

The Clerk's Office cannot process renewals unless issued over 15 years ago.

MORE INFO?

Visit www.waterfordmi.gov/passports, Travel.State.Gov, or call 248-674-6266

OTHER INFO

CLERK'S OFFICE

WATERFORD TOWNSHIP

5200 CIVIC CENTER DRIVE - 2ND FLOOR, WATERFORD, MICHIGAN 48329

WWW.WATERFORDMI.GOV/PASSPORTS * 248-674-6266