



## **PASSPORT INFORMATION SERVICE**

Catherine Shaughnessy  
West Bloomfield Township Clerk  
4550 Walnut Lake Road  
West Bloomfield, MI 48323  
(248) 451-4848

Since August 1, 2003, the West Bloomfield Township Clerk's Office has been offering Passport Application services. Our passport hours are Monday through Friday, **8:00 a.m.** through **4:00 p.m.**, and the **second Wednesday** of each month from **8:00 a.m.** through **7:00 p.m.** **Check the community calendar for dates.**



Effective Feb. 1, 2008, you can now apply for a wallet size **Passport Card** (not for travel by air), valid for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean only. The card went into production in the summer of 2008. Call us for more information.

### **Basic Requirements to Obtain a U.S. Passport**

(Documentation must be mailed with application to Passport Agency, so please plan accordingly if this is your only original or certified copy. Passports currently take 4 to 6 weeks, 2 to 3 if expedited.)

1. Proof of U.S. Citizenship/Nationality Documentation (one of the following)
  - a. Previous U.S. Passport (current or expired)
  - b. **Certified copy** of Birth Certificate (U.S. born)
  - c. Naturalization Certificate (original)
  - d. Certificate of Citizenship (original)
  - e. Report of Birth Abroad (FS-240, FS-545, DS-1350) (original or certified copy)
2. Identification Documentation (one of the following)
  - a. Valid Driver's License or State I.D. (not temporary learner's permit)
  - b. Naturalization/Citizenship Certificate (original)
  - c. Official Military Identification Card (original)
3. Photographs (applicant must supply photograph)
  - a. Good likeness, full face, normal street attire
  - b. One photograph, 2 x 2 inches overall, with image no less than 1 inch and no more than 1 3/8 inches measured from the top of the head to the bottom of the chin
  - c. White or off white colored background
4. Fees (**NO CREDIT CARDS ACCEPTED**)
  - a. Passports - 16 and older - **\$110.00** to U.S. Department of State. Under 16 - **\$80.00**  
**\$25.00** execution fee to West Bloomfield Township
  - b. Passport cards - 16 and older - **\$30.00** to U.S. Department of State. Under 16 - **\$15.00**  
**\$25.00** execution fee to West Bloomfield
  - c. Checks or money orders only to U.S. Department of State  
Execution fee of \$25 to West Bloomfield can be cash, check or money order



**Personal appearance required by ALL applicants, including children & babies**



**Effective Feb. 1, 2008, all minors under age 16 require both parents' consent**

**Information subject to change at any time. Please visit the U.S. Department of State website @ [travel.state.gov](http://travel.state.gov) or call the Clerk's Office at 248 451-4848 Clerk=s Office.**