



PASSPORT INFORMATION SERVICE

West Bloomfield Township
Clerk's Office
4550 Walnut Lake Road
West Bloomfield, MI 48323
(248) 451-4848



In an effort to better serve the residents of West Bloomfield, Sharon A. Law, Township Clerk, is adding additional services to her long list of innovative improvements for the community.

Effective August 1, 2003, the West Bloomfield Township Clerk's Office began offering Passport Application services. Our passport hours are Monday, Tuesday, Thursday, and Friday, between the hours of **8:30 a.m.** and **3:00 p.m.**, and Wednesday from **8:00 a.m.** through **6:30 p.m.** The details are:

Basic Requirements to Obtain a U.S. Passport

1. U.S. citizenship/Nationality
2. Citizenship Documentation (one of the following)
 - a. Previous U.S. Passport
 - b. Certified Birth Certificate (U.S. born)
 - c. Naturalization Certificate
 - d. Certificate of Citizenship
 - e. Report of Birth Abroad (FS-240, FS-545, DS-1350)
3. Identification Documentation (one of the following)
 - a. Driver's License or State I.D. (not temporary learner's permit)
 - b. U.S. Passport (not expired)
 - c. Naturalization/Citizenship Certificate
 - d. Official Military Identification Card
4. Photographs (applicant must supply photographs)
 - a. Good likeness, full face, normal street attire
 - b. Two duplicate, 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
5. Fees **(NO CREDIT CARDS ACCEPTED)**
 - a. \$30 execution fee (Township fee) cash, check, or money order made out to: West Bloomfield Township
 - b. \$67 [16 years and older] check or money order to: U.S. Department of State
 - c. \$52 [15 years and younger] check or money order to: U.S. Department of State
 - d. \$60 expedite [receive within 2 - 3 weeks of applying] to: U.S. Department of State

Personal appearance required by ALL applicants, including children

This is subject to change at any time. Please visit the U.S. State Department website at travel.state.gov or call (248) 451-4848 Clerk's Office.