

Passports

Who Needs a Passport Book?

A U.S. Citizen needs a passport book to travel by *any* means to *any* international travel destination. The U.S. Passport Book (also referred to as the E-passport) contains a small electronic circuit, or computer chip, which securely stores the bearer's information and photo. The cover of the passport book itself has anti-skimming technology to prevent the chip from being read when not in use. Additionally, the U.S. Passport Book incorporates multiple anti-fraud and security features to ensure the protection and privacy of personal information.

Who Needs a Passport Card?

May *only* be used by U.S. citizens to re-enter the United States at land border-crossings and sea ports-of-entry when arriving from Mexico, Canada, the Caribbean and Bermuda. The wallet-sized U.S. Passport Card verifies the identity and citizenship of the bearer and is adjudicated to the exact same standards as the U.S. Passport Book.

Where do I apply for a Passport?

If you have never had a passport you must appear in person with a completed, unsigned form (DS-11) available at the County Register of Deeds office or [download the form \(travel.state.gov\)](https://travel.state.gov).

If you have never had a passport you will need to bring with you:

ADULTS (Valid 10 Years)

1. Completed [DS-11](#) Form unsigned.
2. A certified copy of your birth certificate. This must have a State or County Raised seal and must include the date it was filed. Naturalization papers are also accepted.
3. One Passport photo (2" x 2")*
4. Your Driver's License or State I.D. along with a photocopy of both sides. If you cannot obtain photocopy we will copy for you.
5. A check or money order made payable to the U.S. Department of State for the applicable fees. **(see attached)
6. A check, money order or cash in the amount of \$35.00 payable to the Register of Deeds.
7. All applications over the age of 16 must execute their own application in the presence of the Acceptance Agent.

MINORS UNDER AGE 16 (Valid 5 Years)

1. Form **DS-11**, *Application for a U.S. Passport*, must be personally presented to and executed before an authorized Acceptance Agent. All applicants, regardless of age, must personally appear before an Agent when submitting this form. To execute the application of a minor under age 16, **both** parents must appear with the minor.
2. One Passport photo (2"x 2")*
3. A certified copy of the child's birth certificate. This must have a State or County Raised seal and must include the date it was filed. Naturalization papers are also accepted.
4. Both parents Driver's License or State I.D. along with a photocopy of both sides. If you cannot obtain photocopy we will copy for you.
5. Proof of parental relationship for the minor (a birth certificate may count as evidence of both citizenship and relationship)
6. A check or money order made payable to the U.S. Department of State for the applicable fees. ******(see attached)
7. A check, money order or cash in the amount of \$35.00 payable to the Register of Deeds.
8. Each parent must sign the application in the appropriate box in the presence of the Acceptance Agent.

MINORS AGED 16-17 (Valid 10 Years)

A minor who is 16 or 17 years of age at the time of applying must appear in person and sign his/her own passport application. The minor can submit his/her own identification. Routinely, minors aged 16 or 17 are not required to submit parental consent, but the Passport Agency may request a notarized letter of consent if parent awareness is not indicated on the application. To prevent delays and assist the passport Agency, it is recommended that parental consent be submitted if the minor is applying without at least one parent present. Minors applying with a parent may have their parents identify them (fulfilling the identification requirement if the minor has no identification of his/her own). Parents applying with the minor must also sign the application in the presence of the Acceptance Agent.

1. Completed **DS-11** Form unsigned.
2. A certified copy of your birth certificate. This must have a State or County Raised seal and must include the date it was filed. Naturalization papers are also accepted.

3. One Passport photo (2"x 2")*
4. Your Driver's License or State I.D. (minor or parent) along with a photocopy of both sides. If you cannot obtain photocopy we will copy for you.
5. A check or money order made payable to the U.S. Department of State for the applicable fees. **(see attached)
6. A check, money order or cash in the amount of \$35.00 payable to the Register of Deeds.
7. All applications over the age of 16 must execute their own application in the presence of an Acceptance Agent.

RENEWAL

Passports are renewable by mail if you are at least sixteen (16) years of age or older, in your current name and issued within the past fifteen (15) years. Applications and information are available at the Register of Deeds Office or [download the form \(travel.state.gov\)](http://travel.state.gov).

Renew by Mail if **All** of the Following are **True: Your most Recent U.S. Passport:**

1. Is **undamaged** and can be **submitted** with your application
2. Was issued when you were **age 16 or older**
3. Was issued within the last **15 years**
4. Was issued in your **current name** or you can legally document your name change

If you have had a passport before, you will need:

1. Your old passport (if you do not have this anymore, you will have to fill out form [DS-64](#))
2. One passport picture (2"x 2")*
3. A check or money order made payable to the U.S. Department of State for the applicable fees. **(see attached)
4. A check, money order or cash in the amount of \$35.00 payable to the Register of Deeds.

EXPEDITED PASSPORT SERVICE

In addition to all other applicable fees there is a charge of **\$60.00 for expedited service. Passports will be received within two (2) weeks. You will need to purchase one (1) prepaid Express or Priority Mail envelope (depending on your needs), with labels for each, from the Post Office **BEFORE** you come into our office to apply. We will complete the labels when you arrive. Express Mail is Generally overnight delivery. Priority

Mail is within three (3) days' delivery. Check [this link](#) for current U.S.P.S. rates.

If you are traveling within two (2) weeks of application, it is recommended that you drive to the nearest passport agency to apply, which is:

**Department of State Passport Agency
211 West Fort Street
Detroit MI 48226-3269**

The agency is open Monday-Friday from 8:30 a.m. to 3 p.m. Central Time and will only offer service by appointment. Customers may schedule an automated appointment twenty-four (24) hours a day, seven days a week by calling (877) 487-2778.

When customers arrive at the Detroit Passport Agency, they will take the elevator to the 2nd floor to check in with their Social Security Number or Appointment Confirmation Number and have their appointment verified. Customers must present acceptable evidence of their U.S. citizenship, such as a Certified Birth Certificate, previous U.S. Passport or Naturalization Certificate.

Montmorency County Office hours are Monday-Friday 8:30 a.m. to to 4:30 p.m. Closed all legal holidays. For more information please call the Montmorency County Register of Deeds at (989) 785-8079. **Please give yourself enough time to have documents and forms completed in time to go out with daily mail (usually before 3:00 p.m.) as required by the Department of State.**

* **Passport Photos:** *Need to be taken alone, sufficiently recent to be a good likeness (normally taken within the last six (6) months), and 2"x 2" in size. Photo must be clear, front view, full face taken in normal street attire without a hat or dark glasses and with a white or off-white background. Snapshots, most vending machine prints and magazine or full-length photographs are unacceptable.*

** **Fees:** *Attached-pricing guide is subject to change at any time. Please check travel.state.gov. For most current pricing.*