



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

PASSPORT INFORMATION SERVICE

The West Bloomfield Township Clerk's Office is a Passport Acceptance Facility for the Department of State. We accept applications for new passports (including children renewals).

Our passport hours are Monday through Friday, **8:00 AM** through **4:00 PM** and the **second Wednesday** of each month from **7:00 AM** through **6:30 PM**

Note: During busy Election seasons, passport services may be suspended for a period of time.
Check the Township website calendar for dates.

Basic requirements to obtain a U.S. Passport

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

All minors *require* certified copy of Birth Certificate and both parents' consent. Minors age 16 and 17 need certified copy of Birth Certificate and only one parent's consent.

1. Proof of U.S. Citizenship/Nationality Documentation (one of the following)
 - **Certified copy** of Birth Certificate (U.S. born)
 - Previous U.S. Passport (current or expired) – *passports that have not expired must be submitted.*
 - Naturalization Certificate (original)
 - Certificate of Citizenship (original)
 - Report of Birth Abroad (FS-240, FS-545, DS-1350) (original or certified copy)
2. Identification Documentation (one of the following)
 - **Valid Driver's License** or State I.D. (not temporary learner's permit)
 - Naturalization/Citizenship Certificate (original)
 - Official Military Identification Card (original)
3. Passport Photograph **(WE NOW OFFER PASSPORT PHOTO SERVICE FOR \$10.00)**
4. Fees (Check or Money Order only for Department of State passport fees; Cash, Check or Money Order for West Bloomfield Township execution fees. **NO CREDIT CARDS ACCEPTED**)

Passports currently take 4-6 weeks, or 2-3 weeks if expedited.

Department of State fees:

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| • Passports - 16 and older - \$110.00 | Passport Cards - 16 and older - \$30.00 |
| - Under 16 - \$80.00 | - Under 16 - \$15.00 |

Optional Department of State fees:

- Expedite fee - **\$60.00/applicant**
- 1-2 Day Return Delivery Service - **\$16.48/applicant**

West Bloomfield Township execution fee (set by the Department of State):

- **\$35.00** execution fee/applicant

Information is subject to change at any time. Please visit the U.S. Department of State @ www.travel.state.gov or call the Clerk's office at 248 451-4848 for more information.