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:
- **Passports** - 16 and older - **$110.00**
  - Under 16 - **$80.00**
- **Passport Cards** - 16 and older - **$30.00**
  - Under 16 - **$15.00**

Optional Department of State fees:
- Expedite fee - **$60.00/applicant**
- Overnight Return Delivery Service - **$15.89/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.