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

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 6-8 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
- 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.