

U.S. PASSPORTS

HOW TO APPLY FOR A U.S. PASSPORT BOOK AND/OR CARD:

Application for Passports (Form DS-11) can be picked up at the Register of Deeds office or a printable form may be downloaded at www.travel.state.gov. Print all pages of this Form. Appointments are preferred for passport services.

Bring completed passport application to Alcona County Register of Deeds office along with:

Proof of Citizenship (certified birth certificate or original naturalization certificate).

Please note: All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport.

Proof of Identity: Current and valid driver's license, state, government or military ID.

Please Note: If none listed are available, please contact the Register of Deeds office for more information.

One Passport Photo: A 2x2 inch photo must meet passport requirements. Photos must be taken within 6 months of application and have same appearance.

Please note: Passport quality photos are available in the Alcona County Register of Deeds Office for a fee of \$10.00. Appointments preferred.

FEES FOR PASSPORT BOOK:

Applicants age 16 and over:

- \$130.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

Applicants age 15 and under:

- \$100.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

FEES FOR PASSPORT CARD:

Applicants age 16 and over:

- \$30.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

Applicants age 15 and under:

- \$15.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

FEES FOR PASSPORT BOOK AND CARD:

Applicants age 16 and over:

- \$160.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

Applicants age 15 and under:

- \$115.00 check or money order payable to US Department of State
- \$35.00 cash, check or money order payable to the Alcona County Register of Deeds

Passport cards can be used for travel to and from Canada, Mexico, the Caribbean and Bermuda by land or sea. **The Passport card cannot be used for international travel by air.** Cards are valid for 10 years for adults and 5 years for children 15 years of age or younger.

CHILDREN UNDER AGE 14 REQUIRE BOTH PARENTS' SIGNATURES. If a parent is unable to be present, Form DS-3053 must be completed prior to applying for passport. Click here for form <http://www.state.gov/documents/organization/80106.pdf>

EXPEDITED PROCESSING

To expedite the passport processing time an additional fee of \$60.00 per application made payable to the US Department of State. An expedited passport will arrive in approximately 2-3 weeks.

In addition: To reduce mail time, overnight envelopes may be used. Ask the Register of Deeds office for those fees.