

## FIRST TIME PASSPORT APPLICANT (DS-11)



### ALL CUSTOMERS MUST:

- \_\_\_\_\_ COMPLETE ENTIRE APPLICATION IN BLACK INK
- \_\_\_\_\_ COPY OF DRIVER'S LICENSE FRONT & BACK (OR SCHOOL, GOVT, MILITARY ID) (ADD \$0.50 IF WE COPY)
- \_\_\_\_\_ BIRTH CERTIFICATE (ORIGINAL MUST HAVE SEAL WITH BOTH PARENTS NAMES LISTED) OR EXPIRED PASSPORT
- \_\_\_\_\_ COPY OF BIRTH CERTIFICATE (ADD \$0.50 IF WE COPY)
- \_\_\_\_\_ IF 16 OR 17, MINOR MUST HAVE ONE PARENT SIGN OR AGENT INDICATES ON APPLICATION PARENTAL CONSENT
- \_\_\_\_\_ CHECK OR MONEY ORDER **PAYABLE TO DEPARTMENT OF STATE** (see reverse for fees)
- \_\_\_\_\_ CHECK, CASH, OR MONEY ORDER **PAYABLE TO REGISTER OF DEEDS** (see reverse for fees)
- \_\_\_\_\_ PASSPORT PHOTO \$10 FOR PHOTOS AT REGISTER OF DEEDS (CAN ALSO PURCHASE OFF-SITE TOO)
- \_\_\_\_\_ DO NOT SIGN UNTIL OATH IS COMPLETED IN FRONT OF AGENT

### MINORS MUST HAVE:

- \_\_\_\_\_ BIRTH CERTIFICATE (ORIGINAL MUST HAVE SEAL WITH BOTH PARENTS NAMES LISTED) **OR** EXPIRED PASSPORT WITH COPY OF BIRTH CERTIFICATE
- \_\_\_\_\_ COPY OF BIRTH CERTIFICATE (ADD \$0.50 IF WE COPY)
- \_\_\_\_\_ STUDENT ID OR OTHER FORM OF IDENTIFICATION (ADD \$0.50 IF WE COPY)
- \_\_\_\_\_ COPY OF BOTH PARENTS DRIVER'S LICENSE FRONT & BACK (OR GOV'T OR MILITARY ID) (ADD \$0.50/COPY WE MAKE)
- \_\_\_\_\_ **CHILD MUST BE PRESENT AND** MUST BE ACCOMPANIED BY BOTH PARENTS UNLESS BOTH ARE NOT ON BIRTH CERTIFICATE
- \_\_\_\_\_ IF BOTH PARENTS ARE NOT PRESENT **BUT ARE SHOWN ON BIRTH CERTIFICATE** THEN MUST HAVE FORM DS-3053 OR A NOTARIZED STATEMENT STATING WHY PARENT WAS NOT PRESENT OR CERTIFIED COURT ORDER PROVING SOLE CUSTODY.
- \_\_\_\_\_ IF 16 OR 17, MINOR MUST HAVE ONE PARENT SIGN OR AGENT INDICATES ON APPLICATION PARENTAL CONSENT

### OTHER PERTINENT INFORMATION:

- SCHEDULE APPOINTMENTS -- CALL REGISTER OF DEEDS AT 231-258-3315
- ROUTINE SERVICE 4-6 WEEKS AND EXPEDITED SERVICE 2-3 WEEKS (ADDITIONAL FEES APPLY)
- OUT OF STATE DRIVER'S LICENSES REQUIRE SECOND PHOTO ID (COULD BE SAM'S CLUB CARD, MEDICARE CARD, PREVIOUS PASSPORT)
- IF NAME ON LICENSE IS DIFFERENT THAN NAME ON APPLICATION, PLEASE PROVIDE MARRIAGE CERT OR COURT ORDERED NAME CHANGE
- ADDITIONAL INFORMATION AVAILABLE ABOUT SPECIFIC COUNTRY REQUIREMENTS AT [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)

**ADULT ROUTINE FEES:**

**DEPT OF STATE (MUST BE CHECK OR MONEY ORDER) ADULT \$110.00**

**REGISTER OF DEEDS (CASH, CHECK, MONEY ORDER, CREDIT CARD\*) ADULT \$36.00**

INCLUDES COPY OF DRIVERS LICENSE & BIRTH CERTIFICATE (\$1), EXECUTION FEE (\$35). AND POSTAGE

ADD \$10 FOR PHOTO

**MINOR ROUTINE FEES:**

**DEPT OF STATE (MUST BE CHECK OR MONEY ORDER) MINOR \$80.00**

**REGISTER OF DEEDS (CASH, CHECK, MONEY ORDER, CREDIT CARD\*) MINOR \$36.50**

INCLUDES COPY OF BOTH PARENTS DRIVERS LICENSES & MINOR'S BIRTH CERTIFICATE (\$1.50), EXECUTION FEE (\$35), AND POSTAGE.

ADD \$10 FOR PHOTO

---

**ADULT EXPEDITE FEES:**

**DEPT OF STATE (MUST BE CHECK OR MONEY ORDER) ADULT \$185.89**

INCLUDES PASSPORT FEE (\$110), EXPEDITE FEE (\$60), OVERNIGHT FEE RETURN POSTAGE (\$15.89).

**REGISTER OF DEEDS (CASH, CHECK, MONEY ORDER, CREDIT CARD\*) ADULT \$60.70**

INCLUDES COPY OF DRIVERS LICENSE & BIRTH CERTIFICATE (\$1), EXECUTION FEE (\$35). AND OVERNIGHT POSTAGE (\$24.70)

ADD \$10 FOR PHOTO

**MINOR EXPEDITE FEES:**

**DEPT OF STATE (MUST BE CHECK OR MONEY ORDER) MINOR \$155.89**

INCLUDES PASSPORT FEE (\$80), EXPEDITE FEE (\$60), OVERNIGHT FEE RETURN POSTAGE (\$15.89).

**REGISTER OF DEEDS (CASH, CHECK, MONEY ORDER, CREDIT CARD\*) MINOR \$61.20**

INCLUDES COPY OF BOTH PARENTS DRIVERS LICENSE & BIRTH CERTIFICATE (\$1.50), EXECUTION FEE (\$35). AND OVERNIGHT POSTAGE (\$24.70)

ADD \$10 FOR PHOTO

**\*Extra fees apply for credit/debit card use. Credit/debit cards can ONLY be used for the Register of Deeds portion.**

**UPDATED: 1/17/18; 3/14/18; 5/21/18**