

## U.S. PASSPORT INFORMATION

Ingham County Parks Department, Hilliard Bldg, 121 E. Maple Street, Suite 102, Mason, MI 48854

QUESTIONS? Call 517-676-2233 or email [parks@ingham.org](mailto:parks@ingham.org)

HOURS: Routine Applications 8:30am-12:00pm and 1:00pm- 4:00pm OR

Expedite Applications: 8:30am-12:00pm and 1:00pm- 3:00pm

### Quick Guide Checklist for First Time Adult Applicants (age 18 and over):

- Bring your **check book (or money order)** for payment to the US Department of State (**Cash or credit cards will NOT be accepted**). A separate check or money order is required for **EACH** application.
- Bring a **separate** form of payment to the Ingham County Parks for processing fee and photo fee (cash, check, or credit card)
- Proof of American Citizenship:** Certified Birth Certificate  
Birth Certificate must show 6 points: file date; full name of applicant; date and place of birth; signature of the registrar; raised, embossed, or multi-colored seal of issuing office; full name(s) of parent(s)
- Proof of Identity:** Valid driver's license (Please note a clipped/expired license is NOT "valid"-bring additional ID)
- Social Security Number:** Ensure you know your social security number. (It is not necessary to bring the card).
- Photo** —can be taken at park office (do not wear a white shirt, tank top, a uniform, or shirt/jacket with logos).
- Appropriate Passport Form** – To save time you can download a passport application form online at <http://travel.state.gov/> or you may fill the form out at the parks office. If you fill out the form in advance, it must be with **A BLACK INK PEN** and printed on *separate* sheets. All first time applicants will use Form DS-11 (call 517-676-2233 or check online which form applies for your use if you are renewing, have a name change, or if you are unsure which form to use).

### IN ADDITION TO THE ABOVE DOCUMENTS, PREVIOUS APPLICANTS SHOULD BRING:

- Passport Book:** bring previous passport book. If lost or cannot locate, you will need to fill out a lost passport form.
- Marriage Certificate:** Only applies to previous female applicants with a name change: if previous passport book printed your maiden name, bring a certified copy of your marriage certificate. (This is NOT required for **first time applicants** with a name change, as long as the applicant's driver's license is updated to reflect their husband's last name).

### Quick Guide Checklist for Applicants Age 16 & 17 OR 18 without a driver's license):

- Everything on above list** (Please note a learner's permit is not a "valid ID": if you are 16-18 without a driver's license please bring the following: school photo ID, one parent's valid driver's license, and one parent must come in person with you to sign the application in addition to your signature, (and a learner's permit-if you have one)
- Bring at least **one parent (recommended)**
- Copy of the FRONT and BACK of at least **one parent driver's license** if present (**recommended**)
- If parent does not accompany you: bring a **letter of parental consent** signed by at least one parent. The letter needs to include the **parent's name and child's name**-and that the parent is **approving & giving consent** for their child to apply for a passport. Or bring a check written by your parent.

### Quick Guide Checklist for children (under 16 years of age):

- Bring a **check book (or money order)** for payment to the US Department of State (**Cash or credit cards will NOT be accepted**). A separate check or money order is required for **EACH** application.
- Bring a **separate** form of payment to the Ingham County Parks Department for the processing fee and photo fee (cash, check, or credit card)
- BOTH parents and the child(ren) must be present and apply in person at the parks office together**  
In extenuating purposes, if both parents cannot be present, the non-appearing parent must provide:
  - Submit the second parents' NOTARIZED **Statement of Consent: Form DS-3053** available online at: [http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)
  - Both the **FRONT and BACK** of the second parents' valid driver's license
- Proof of American Citizenship:** Child's Certified Birth Certificate-this is **ALWAYS required**
- Passport Book:** if applicable, bring previous passport book.
- Both parents' valid driver's licenses** (copy of FRONT and BACK), copies can be made at parks office
- Mother's marriage certificate:** Only applicable if mother's name as shown on her driver's license does NOT match the child's last name/or her maiden name
- Photo**—can be taken at park office (do not wear a white shirt, tank top, a uniform, or shirt/jacket with logos)
- Appropriate Passport Form** – To save time you can download a passport application form online at [www.travel.state.gov/passport](http://www.travel.state.gov/passport) or you may fill the form out at the parks office. If you fill out the form in advance, it must be with **A BLACK INK PEN** and printed on separate sheets. All children under 16 will use Form DS-11.

## If you do not have the documents listed above, you may use these alternative documents:

### Proof of American Citizenship

This must be in the form of one of the following:

- Certified Birth Certificate issued by the City, County, or State. (A Hospital issued Birth Certificate alone is not acceptable). Certificate must show 6 points: file date, full name of applicant, date and place of birth, signature of the registrar, raised, embossed, or multi-colored seal of issuing office, full name(s) of parent(s)
- Previous US Passport
- Certificate of Citizenship
- Naturalization Certificate

### Please bring Proof of Identity.

This must be in the form of one of the following:

- Valid US Drivers License, Government ID, or Military Photo ID
- Previous US Passport
- Naturalization Certificate
- Certificate of Citizenship

**Fees below are for the passport book, please call 517-676-2233 for fees for passport cards (the passport card is only good for land and sea travel). The book is good for air, land, and sea travel.**

## When are you traveling?

If you are traveling more than 6 weeks away, you may use routine processing. You should expect your passport book in 4-6 weeks. If your travel plans are less than 6 weeks, expedited service processes your application in 2-3 weeks for an extra fee. If you need a passport immediately and you are traveling in 2 weeks make an appointment to be seen at the Detroit Regional Passport Agency by calling 877-487-2778.

## Passport Book Fees for Routine Processing (4-6 weeks)

Bring your **check book (or money order)** for payment to the US Department of State. **(Cash or credit cards will NOT be accepted).** If a family is applying for passports, a separate check (or money order) must be written for EACH application. Bring a **separate** form of payment to the Ingham County Parks Department for the processing fee and photo fee. Please note that starter checks are not acceptable.

-Adult (16 years of age and up) passport book fee:

1. \$110 check or money order payable to the **US Department of State**  
(In the memo, please write your full name and date of birth)
2. \$40 payable to the **Ingham County Parks Department** (includes processing fee and photo fee)  
(If you have taken your photo elsewhere, the fee is \$25)

**FEEES ARE SUBJECT TO  
CHANGE-PLEASE CALL  
517-676-2233 TO VERIFY RATES**

-Child (under 16 years of age) passport book fee:

1. \$80 check or money order payable to the **US Department of State**  
(In the memo, please write your full name and date of birth)
2. \$40 payable to the **Ingham County Parks Department** (includes processing fee and photo fee)  
(If you have taken your photo elsewhere, the fee is \$25)

## Passport Book Fees for expedited processing (2-3 weeks)

Bring your **check book (or money order)** for payment to the US Department of State. **(Cash or credit cards will NOT be accepted).** If a family is applying for passports, a separate check (or money order) must be written for EACH application. Bring a **separate** form of payment to the Ingham County Parks Department for the processing fee and photo fee. Please note that starter checks are not acceptable.

-Adult (16 years of age and up) passport book fee:

1. \$185.45 check or money order payable to the **US Department of State** (includes optional overnight mail fee of \$15.45)  
(In the memo, please write your full name and date of birth)
2. \$63.75 payable to the **Ingham County Parks Department** (includes processing fee, photo fee, and overnight mailing)  
(please note the overnight mailing fee is optional \$23.75))

-Child (under 16 years of age) passport book fee:

1. \$155.45 check or money order payable to the **US Department of State** (includes optional overnight mail fee of \$15.45)  
(In the memo, please write your full name and date of birth)
2. \$63.75 payable to the **Ingham County Parks Department** (includes processing fee, photo fee, and overnight mailing-  
(please note the overnight mailing fee is optional \$23.75))

## NEED A PASSPORT IMMEDIATELY?

If you need a passport immediately and you are traveling in 2 weeks or less make an appointment to be seen at the Detroit Regional Passport Agency or Chicago Passport office. Proof of travel is required. Call to schedule an appointment: **Detroit Passport Office** call 877-487-2778 or **Chicago Passport Office** call 312-341-6020.

**For answers to other passport questions go to [www.travel.state.gov](http://www.travel.state.gov) or call 877-487-2778.**