

6 Steps Process for In-Person Passport Application

Eligibility:

You are applying for your first U.S. passport or Your previous U.S. passport was either:

- a) issued under age 16;
- b) issued more than 15 years ago;
- c) lost, stolen, or damaged.

1 Complete Form DS-11 (<https://eforms.state.gov/Forms/ds11.pdf>)

2 Bring **One passport photo** taken within the last 6 months. (Specific requirements for passport photos can be found under the U.S. Department of State (<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>)).

3 **Bring Proof of U.S Citizenship:** Acceptable documents include naturalization papers or an original/certified copy of your birth certificate at Where to Write for Vital Records (<https://www.cdc.gov/nchs/w2w/michigan.htm>). Further information of naturalization paper can be found under Section D of Form DS-11)

In addition to the original or certified copy of your U.S. citizenship, you must submit a **photocopy of the document**.

Photocopies must be:

- Legible, On white 8.5" by 11" standard paper,
- Black and white and Single sided

4 **Bring Proof of Identity:** Bring one of the following documents.

- Valid Driver's License
- Previous or current U.S. passport book/card
- Military identification
- Federal, state, or city government employee identification
- Certificate of Naturalization or Citizenship

Bring the official ID and one photocopy of that ID with you

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single sided

If you have special circumstances (ex: you were adopted or have changed your name), you will need to provide additional identification. Call the Facility ahead to verify what you need to bring. (To find Facility Location: <https://iafdb.travel.state.gov/>)

Fees/ Payments: There are two payments. See U.S. Department of State's Passport for fee information.

- Passport Application Fee : \$130 for Passport Book (\$160 for both Passport Book & Card)
- Execution (Acceptance) Fee : \$35 for Passport Book (\$35 for both Passport Book & Card)

The application fees listed above are for routine service.

1. The acceptance facility accepts

- Money orders at all locations, payable as instructed by the facility
- Personal checks and cash (exact change only) at some locations
- Credit cards at U.S. postal facilities and some other locations. Note: the facility may add a surcharge to cover the cost of a credit card transaction. Check with your acceptance facility to learn what form of payment they will accept before you apply.

2. Send U.S. Department of State a check (personal, certified, cashier's, traveler's) or money order payable. Credit and debit cards are not accept

The diagram shows a check form with the following fields and labels:

- FULL NAME AND DATE OF BIRTH OF APPLICANT:** A red bracket above the top line of the form.
- YOUR NAME:** The top line of the form.
- 1234 Main Street Anywhere, OH 00000:** The address line.
- DATE:** The date line.
- 123:** The amount in the top right corner.
- PAY TO THE ORDER OF:** The line for the payee, with "U.S. Department of State" written on it.
- \$:** The dollar sign symbol.
- DOLLARS:** The word "DOLLARS" at the bottom right of the amount field.
- MICR Lines:** Three lines of magnetic ink character recognition numbers at the bottom:
 - ROUTING NUMBER:** 0044072324 (orange label)
 - ACCOUNT NUMBER:** 000123456789 (green label)
 - CHECK NUMBER:** 123 (blue label)

Location to Apply: Apply in person locally at one of the following locations.

- Coopersville Post Office: 324 Center St, Coopersville, MI 49404. (616-837-7383)
- Jenison Post Office: 408 Chicago Dr, Jenison, MI 49428 (616-457-2600)
- Hudsonville Post Office: 3333 Central BLVD, Hudsonville, MI, 49426 (616-669-9456)

For locations other than Allendale, see the U.S. Department of State web site (<https://iafdb.travel.state.gov/>)

★ Expedited Passport Processing

Passports normally take six weeks to process. For an expedited passport, you can pay an additional fee. For more information, including current processing times, see U.S. Department of State – How to Get Your Passport in a Hurry. You can obtain a passport within 2-3 weeks by applying in person and paying for expedited processing at the following locations.

The Detroit Passport Agency can issue expedited passports within five business days. Immediate processing is also available in particularly urgent situations. For more information and application procedures, see the U.S. Department of State Detroit Passport Agency web page or call 1-877-487-2778.