



CITY OF GROSSE POINTE WOODS

Passports by Appointment Only

Monday – Friday

10:30 am – 12:00 pm and 3:30 pm to 4:30 pm



Please bring the following to your appointment:

- **Completed** DS-11 Passport Application – **DO NOT SIGN, BLACK INK ONLY!**
- 1 Passport Photo – *Must meet criteria of the US Department of State.*
 - Visit www.travel.state.gov for requirements
- Michigan Driver's License
 - *Out of State Licenses require additional proof of identification with photograph*
- Most recent Passport Book or Passport Card – ***if applicable***
- Original Birth Certificate – ***with raised seal***
- Passport Fees as listed:

FOR HELP VISIT:

<https://travel.state.gov>

PASSPORT BOOK

Check or money order made payable to the **US Department of State**

- **Adults (16 and older)** **\$110.00**
- **Children (15 and under)** **\$80.00**

PASSPORT CARD (Only good for travel by land to Canada & Mexico)

Check or money order made payable to the **US Department of State**

- **Adults (16 and older)** **\$30.00**
- **Children (15 and under)** **\$15.00**

EXECUTION FEE

Check or cash made payable to the City of Grosse Pointe Woods \$35.00

For passport applications (fillable pdf) and additional travel guidelines, please visit the official passport website at www.travel.state.gov. Applications are also available at Grosse Pointe Woods City hall.

Children 15 years of age, or younger, must be accompanied by BOTH parents. Children 16 and 17 years of age must be accompanied by one parent and submit written consent.

THE PASSPORT APPLICANT MUST BE PRESENT

The City cannot hold your passport application for any length of time. If your application cannot be completed at the time of your appointment, it must be returned to you and a new appointment will need to be made. If a passport application has already been signed by the Passport Acceptance Agent, and you cannot finish the passport process, it MUST be shredded and a new application will be required.

Please call 313-343-9955 to schedule your appointment.