

Before your appointment for passport application processing:

- ✓ Please have your application COMPLETELY filled out, but NOT signed.
- ✓ You must bring 2 photos that meet the criteria of the US Department of State.
- ✓ Please bring a photo copy of your ID (driver's license).
- ✓ Please prepare your check to the US Department of State. You should have 1 check per application. The cost for adults 16 years of age and older is \$75. The cost for children 15 and under is \$60. Passport cards are \$20 each.
- ✓ An additional payment to the City of Grosse Pointe Woods will be due as well for the processing fee. You may pay with cash or check. You do not need to have separate checks for each application for this check to the city. The cost is \$25 per application/person.
- ✓ **NO CREDIT/DEBIT CARDS ARE ACCEPTED.**
- ✓ For children under 16, BOTH parents must be present at the time of application.
- ✓ EVERYONE must appear in front of an acceptance agent to apply for a passport.
- ✓ If you want your applications sent to the Passport Agency by any method other than regular first class mail, please contact the city acceptance agent prior to your appointment.
- ✓ ***We cannot hold your passport applications for any length of time. If, for any reason, your applications cannot be completed at the time of your appointment, they must be returned to you and a new appointment will need to be made. If the passport has already been signed or sealed by the agent, it must be shredded and you must complete a new application.***

For application forms, information on documentation required, fees, and a wealth of other passport and international travel information, visit the only official website for passport information - www.travel.state.gov or visit the city offices for applications and certain forms.

Please contact us with questions prior to your appointment at 313-343-9955.