



CITY OF GROSSE POINTE WOODS



Passports by Appointment Only

Monday – Friday

10:30am, 11:00am, and 11:30am

3:30pm

PLEASE CALL (313) 343-9955 to schedule your appointment!

Please bring the following to your appointment:

Missing materials could result in your appointment being rescheduled

**-Completed DS-11 Passport Application – BLACK INK ONLY!
DO NOT SIGN APPLICATION!**

-1 Passport Photo – Must meet criteria of the U.S. Department of State. Please visit www.travel.state.gov for requirements. **(We do not take photos at this location).**

-Michigan Driver’s License – State Issued ID’s and 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)

-Personal Check, Money Order or Cashier’s Check – Payable to the U.S. Department of State **(Cash/Credit Cards Not Accepted. We do not process money orders at this location).**

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

THE PASSPORT APPLICANT MUST BE PRESENT

Passport Fees:

***Payments to the U.S. Department of State must be paid by check or money order ONLY. One check/money order per application.**

Fee Increase - Effective December 27, 2021

PASSPORT BOOK - Check or money order **ONLY** made payable to the U.S. Department of State.

-Adults (16 and older) \$130.00

-Minors (15 and under) \$100.00

PASSPORT CARD (Only good for travel by land and sea to Canada, Mexico, The Caribbean and Bermuda – cannot be used for International air travel). - Check or money order **ONLY** made payable to the U.S. Department of State.

-Adults (16 and older) \$30.00

-Minors (15 and under) \$15.00

ADDITIONAL FEES - Check or money order **ONLY** made payable to the U.S. Department of State.

-Expedited Processing \$60.00

-1-2 Day Return Shipping \$18.32

EXECUTION FEE \$35.00 (per applicant)

Check or Cash made payable to The City of Grosse Pointe Woods. Debit/Credit card is accepted with a processing fee.

For passport applications and additional travel guidelines please visit the official passport website at

www.travel.state.gov

Applications are also available at

The City of Grosse Pointe Woods City Hall.

**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.*