

Gratiot County Clerk, Carol A. Vernon
214 E. Center Street, P.O. Box 437, Ithaca, MI 48847
Phone: (989) 875-5215 Fax: (989) 875-5254
clerk@co.gratiot.mi.us

PASSPORTS

Passport is valid for 10 years if age 16 or older and 5 years if age 15 or younger.
Passport processing time is approximately 4-6 weeks.
Expedite processing time is approximately two weeks.

NEW APPLICATIONS

- Passport Application may be obtained from the County Clerk's Office or downloaded from www.travel.state.gov
- Proof of US citizenship in the form of a certified birth certificate, previous passport or naturalization certificate.
- Proof of Identity (Photo ID) - Includes a valid drivers' license, state ID, government or military ID.
- Two identical passport quality photos (photos can be taken at Clerk's Office for \$12)
- Appropriate Fees (See fees listed below)
- Note: If a previous passport has been lost or stolen, an additional form will need to be completed pertaining to that passport. This form can be obtained at the County Clerk's Office or downloaded from www.travel.state.gov

Minor Child between the Ages of 16-17

- Appear in person at the time of application.
- Have a parent or guardian present photo identification if the minor does not have identification of his or her own.
- Establish parental consent (you may be requested to provide written parental consent for a child age 16 or 17 if it is not implied on the application).

Minor Child 15 Years of Age and Younger

- Both parents must be present with the child at the time of application along with their photo identification.
- Each minor child applying for a passport book and/or passport card must appear in person.
- If only one parent appears you must also submit one of the following:
Second parent's notarized written statement consenting to passport issuance for the child,
Primary evidence of sole authority to apply, OR
A written statement (made under penalty of perjury) explaining the second parent's unavailability.

PASSPORT CARD: The passport card facilitates entry and expedites documents processing at U.S. land and sea ports-of entry when arriving from Canada, Mexico, the Caribbean and Bermuda. **The card may not be used to travel by air.** Otherwise, it carries the rights and privileges of the U.S. passport book and is adjudicated to the exact same standards.

PASSPORT FEES

Adult First Time Applicants (Age 16 years and Older)

Adult Passport Book & Card

- \$95.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

Adult Passport Book

- \$75.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

Adult Passport Card (If you do NOT currently hold a valid Passport Book)

- \$20.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

All Minor Applicants (Under Age 16)

Minor Passport Book & Card

- \$70.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

Minor Passport Book

- \$60.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

Minor Passport Card

- \$10.00 check or money order payable to the US Department of State
- \$25.00 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

Expedite Services (Applicants in the U.S. only)

- \$60.00 check or money order payable to the US Department of State
- \$14.85 check or money order payable to the US Department of State
- \$17.50 payable to Gratiot County Clerk. Payment options: Cash, check, money order, debit/credit card (VISA credit not accepted). Additional fees apply for debit/credit payments.

To request Expedite Service, pay the \$60.00 Expedited Service fee for **each** application, **in addition to the required fees** as noted above. We **strongly suggest** that you use overnight delivery service to return your newly issued Passport Book to you. (Overnight delivery services are not available for Passport Cards, which are delivered only via First Class Mail). To request Overnight Delivery, pay the \$14,85 Overnight Delivery fee for **each** application, **in addition to the required fees** as noted above.

RENEWAL APPLICATIONS

Answer YES to all of these questions to determine if you are able to use a renewal form

- Can I submit my most recent US Passport?
- Was I at least 16 when my most recent US Passport was issued?
- Was my most recent US Passport issued less than 15 years ago?
- Do I use the same name as on my most recent US Passport?

OR

- Have I had my name changed by marriage or court order and can submit proper documentation to reflect my name change?

If you answer NO to any of these questions, please follow instructions for a new application listed above.

Submit:

- Renewal Application- May be obtained from the County Clerk's Office or downloaded from www.travel.state.gov
- Most recent passport that was issued less than 15 years ago.
- Certified marriage license or certified court order of name change, if applicable.
- Appropriate Fees (See fees listed below)
- Two identical passport quality photos (photos can be taken at Clerk's Office for \$12)
- Mail to address listed on application

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For further information visit www.travel.state.gov