

PASSPORT INSTRUCTIONS FOR NEW U.S. PASSPORTS

WHO NEEDS A U.S. PASSPORT?

Every single U.S. citizen with plans to travel outside the United States. (U.S. citizens traveling to Canada, Mexico, the Caribbean and Bermuda may now travel with the [Passport Card](#). More information available at <http://travel.state.gov/passport>).

HOW MUCH DOES A PASSPORT COST?

First Time Passport: Regular in-person application: \$100.00 (as of April 2009)

\$75.00 – Passport Application Fee – Check made out to the U.S. Department of State

\$25.00 – Execution Fee – Check made out to the place processing your application

*Hint: Bring multiple checks since checks are made out to different agencies.

Expedited services (need the passport within two to three weeks): \$160.00 (as of April 2009)

\$100.00 – Application Fee (\$75.00) and Execution Fee (\$25.00)

\$60.00 – Expedite Fee

*Hint: Bring multiple checks since checks are made out to different agencies.

Renewing a Current Passport: \$75.00 (as of April 2009)

HOW LONG DOES IT TAKE?

As of April 2009 processing time for a new U.S. passport is roughly 4 - 6 weeks when the application is not expedited. If the application is expedited, it is roughly 2 - 3 weeks door-to-door. New travel requirements go into effect in June 2009 which may increase the processing time.

WHERE CAN I APPLY?

- ☆ Washtenaw County Clerk
200 N. Main Street Ann Arbor, MI 48104
Corner of Ann and North Main, Downtown Ann Arbor
- ☆ Ann Arbor Liberty Station – Post Office
200 E. Liberty Station Ann Arbor, MI 48107-9998
Corner of Ashley and Liberty, Downtown Ann Arbor
- ☆ Ann Arbor MI Post Office –Post Office
2075 W Stadium Boulevard Ann Arbor, MI 48106
Between W. Liberty and Arbordale Street
- ☆ Check <http://travel.state.gov/passport> for more locations

WHAT DO I HAVE TO BRING?

- ☆ State ID
- ☆ Original Birth Certificate (This will be mailed back to you with your passport)
NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.
- ☆ Completed Application
- ☆ Passport Photos
- ☆ Any previous passports

WHERE CAN I GET PICTURES TAKEN?

- ☆ U-M Photo Services: 0246 LSA Building (Lower Level)
- ☆ Kinko's: 530 E. Liberty Street and 2800 South State Street
- ☆ Ann Arbor MI Post Office –Post Office: 2075 W Stadium Boulevard
- ☆ Ann Arbor Liberty Station – Post Office: 200 E. Liberty Station