

## DS-11 FIRST TIME PASSPORT APPLICATION

### ALL CUSTOMERS MUST HAVE:

1. DRIVER'S LICENSE (OR SCHOOL, GOVT, MILITARY ID),
2. BIRTH CERTIFICATE (SEALED) OR EXPIRED PASSPORT
3. 1 CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF STATE
4. 1 CHECK, CASH, OR MONEY ORDER PAYABLE TO REGISTER OF DEEDS
5. PASSPORT PHOTO (COUNTY CLERKS OFFICE TAKES PHOTOS FOR \$10 OR ANY PHARMACY, SAM'S CLUB, ETC.)

**MINORS UNDER 16 MUST HAVE ALL OF ABOVE AND ALSO BE ACCOMPANIED BY BOTH PARENTS WITH PHOTO ID (DRIVER'S LICENSE) AND/OR PHOTO ID & CONSENT FORM**

**OUT OF STATE DRIVER'S LICENSES** REQUIRE SECOND PHOTO ID (COULD BE SAMS CLUB CARD, MEDICARE CARD, PREVIOUS PASSPORT)

**WE PREFER TO SCHEDULE APPOINTMENTS** TO ENSURE SOMEONE CAN SERVE CUSTOMERS PLEASE CALL REGISTER OF DEEDS AT 231-258-3315

**ROUTINE SERVICE 4-6 WEEKS**

**EXPEDITED SERVICE 2-3 WEEKS (ADDITIONAL FEES APPLY)**



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