

COUNTY OF MARQUETTE



OFFICE OF THE COUNTY CLERK
MARQUETTE, MICHIGAN 49855

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LINDA K. TALSMA
County Clerk

CHERYL J. HUBBARD
Deputy County Clerk

4 – 6 WEEKS TO PROCESS

MARQUETTE OFFICE PASSPORT BOOK APPLICATION REQUIREMENTS

Please read carefully and bring the following to our office when applying for a passport:

1. **PROOF OF CITIZENSHIP:** An EXPIRED PASSPORT, or a CERTIFIED copy of your birth certificate with signature of registrar and authorized seal (raised, embossed, impressed, or multi-colored.) NOTE: A hospital birth certificate is NOT the official registered certificate and WILL NOT be accepted by this office. You can obtain a birth certificate from the county clerk's office of the county where you were born. If you are a naturalized citizen, you must bring your naturalization certificate. The above documents MUST be submitted with your Passport Application and will be returned to you with your Passport.
2. **PHOTOS:** Two identical passport pictures, size 2"x 2", meeting the passport specifications for pictures listed on the back of the application. Passport photos can be taken at the County Clerk's Office. Fee is \$10.
3. **IDENTIFICATION:** Current, with picture and signature of applicant must be presented (valid driver's license, identification card issued by State of Michigan, or military identification.) Identification of a parent will be used for minors.
4. **APPLICANTS MUST APPLY IN PERSON INCLUDING ALL MINORS. BEGINNING FEBRUARY 1, 2008 APPLICANTS UNDER 16 REQUIRE SIGNATURE OF BOTH PARENTS. CHILDREN AGES 16-17 REQUIRE SIGNATURE OF ONE PARENT. NOTE: FOR CHILDREN 16 YEARS OF AGE OR YOUNGER WHO SUBMIT A PREVIOUS PASSPORT FOR PROOF OF CITIZENSHIP MUST ALSO SUBMIT A CERTIFIED BIRTH CERTIFICATE.**
5. **FEES** Cash or Check to Marquette County Clerk.....\$25.00

FEES PAID BY CHECK OR MONEY ORDER ONLY payable to **U.S. Department of State** as follows:

(You may also purchase a check from the County Clerks office for a fee of \$2.00)

ADULT FEE - 16 years of age and older.....\$110.00

CHILD FEE - Under 16 years of age.....\$80.00

RENEWALS - DS-82 Application for Passport by MAIL.....\$110.00

(Eligibility - can submit most recent passport, was at least 16 years old when most recent passport issued, issued most recent passport less than 15 years ago, and use same name as on most recent passport, or have had name changed by marriage or court order and can submit proper documentation to reflect name changes.)

NOTE: Renewals can only be applied for by mail if qualifications are met.

(You may also apply for both the passport card and the passport at the same time, if applying for both at the same time you pay the \$25.00 execution fee only once). If you are an adult and you currently carry a passport book you may apply for the passport card without paying the execution fee by presenting your fully valid passport book to the passport acceptance agency.

HOURS – Passports are executed Monday through Friday, from 8:00 a.m. to 5:00 p.m. in the Marquette County Clerk's Office, 234 W. Baraga Avenue.

APPLYING FOR EXPEDITED PASSPORT SERVICES ON BACK

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FEE FOR EXPEDITED SERVICE – Effective August 19, 2002, a surcharge of \$60 per passport will be assessed for expedited service. The fee applies to expedited processing for all passport services, including issuance, amendment, extension of validity, and adding visa pages. Expedited passports will be processed within three business days of receipt by a Passport Agency, except when a passport must be denied or delayed. If the three-day processing deadline cannot be met, the expedite fee will be refunded. If desired, payment for overnight return of the issued passport should also be sent with the application.

REQUIREMENTS FOR EXPEDITED PASSPORT PROCESSING - Expedited processing is available for travelers who need to obtain foreign visas or to depart within two to three weeks. We must have your application by 11:30am in order to get your application out the same day. If you choose to overnight your passport back to you from the Passport Acceptance agency you can pay an additional fee of \$14.85. This fee will be included with the payment that you make to Passport Services.

WHERE TO APPLY - Travelers with very short deadlines may wish to apply directly at a Passport Agency (located in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford (CT) and Washington, D.C.). However, many requests for expedited service can be handled by the more than 4,000 clerks of court and post offices which accept passport applications and forward them to Passport Services for issuance. If this option is selected, prepaid overnight delivery for "each application" is suggested both to and from the Passport Agency.

EXPEDITING PASSPORT RENEWALS BY MAIL - Expediting passport renewals by mail must include applicable passport fees, and \$60 per passport. Mail applications to National Passport Processing Center, P.O. Box 90955, Philadelphia, PA 19190-0955; clearly mark the envelope "EXPEDITE." Please allow 3 weeks for processing of expedited passports.