



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 Card Application Requirements

Customers will now have the option to apply for a Passport Book, a Passport Card, or Both on the new DS-11, DS-82 AND DS-5504 forms. The Passport Card may **only** be used for land and sea travel between the United States and Canada, Mexico, Bermuda, and the Caribbean. The Passport Card will provide a less expensive, smaller, and more convenient alternative for those who travel to these destinations.

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

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. **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.
3. **APPLICANTS MUST APPLY IN PERSON INCLUDING ALL MINORS. BEGINNING FEBRUARY 1, 2008 APPLICANTS UNDER AGE 16 REQUIRE SIGNATURES OF BOTH PARENTS. APPLICANTS 16-17 REQUIRE SIGNATURE OF ONE PARENT.**
4. **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.....\$30.00
CHILD FEE - Under 16 years of age.....\$15.00

(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.

APPLYING FOR EXPEDITED PASSPORT SERVICES ON BACK

APPLYING FOR EXPEDITED PASSPORT CARD SERVICES

FEE FOR EXPEDITED SERVICE – A surcharge of \$60 per passport card 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 passport cards 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.

HOURS – Passport Cards 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.

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.). If you are not traveling within the 4-6 week processing time please go to your local passport acceptance agency to apply.