



## Passport Information

If you have never had a passport, you must appear in person with a completed form available at the Alpena County Register of Deeds Office or download

<http://travel.state.gov/passport/>

You will also need to bring with you the following:

1. A certified copy of your birth certificate-this must have a State or County raised seal and must include the date it was filed. Naturalization papers are also accepted.
2. One passport picture (2" x 2")\* Picture taking service is available for a fee at the Court House.
3. Your Driver's License or State ID
4. A check or money order payable to: "The US Department of State" for \$110.00.
5. A check, money order or cash in the amount of \$25.00 for the Register of Deeds Fee.
6. All applicants 16 years and older must execute their own application.

### Fees:

Age 16 years and over (passport is good for 10 years)

- \$110.00 Check or Money Order to the US Department of State.
- \$ 25.00 Check, Money Order or Cash to Alpena County Register of Deeds

Age 15 years and under (passport is good for 5 years)

- \$ 80.00 Check or Money Order to the US Department of State.
- \$ 25.00 Check, Money Order or Cash to Alpena County Register of Deeds.

Both parents must be present with ID to execute a passport for children 15 years of age and under.