

Passport Application Acceptance Hours:

Monday – Friday

8:30 a.m. to 3:30 p.m.



To Apply for a Passport and/or Passport Card, you will need:

1) Completed Application (**DS-11 dated 06-2016**)

2) Proof of Citizenship

*Original or certified copy of U.S. Birth Certificate,
showing the full name of both parents (Not from Hospital)*

3) One (1) Recent Color Photograph (2in x 2in)

Effective November 1, 2016,

Photos with Glasses will no longer be accepted

4) Proof of Identity

(Driver's License or State ID)

5) Check or Money Order, in the amount required,
made payable to: *US Department of State*

6) Check, Money Order or Cash in the amount of
\$35.00, Payable to: *Monroe Charter Township*