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City of Rochester Hills, MI

Passports

Checklist and Frequently Asked Questions

CLE-00105-P/ Rev. 042013

Checklist:

- [Form DS-11](#) completed in **Black ink** (can be completed online and printed or the forms are available at the City Clerks Department)
- 2 checks (personal or business; money orders/cashiers checks) – **Absolutely No Starter Checks:**
 - One (1) check payable to the Department of State; and
 - One (1) check payable to the City of Rochester Hills
- Original Birth Certificate (with a raised seal) or Naturalization Certificate*
- Picture (or you can have one taken in the Clerks Department)
- Drivers' License or Appropriate Photo I.D.

*Originals will be returned to you.

If applicable, you must bring the following documents:

- Expired Passports
- Any additional documentation in the case of foreign adoptions, custody documents, name changes, etc.

Frequently Asked Questions:

Q. Can I just pay by credit/debit card or cash?

A. The National Passport Agency only accepts payments by check/money order/cashiers check to accompany the submitted passport applications.

Q. My minor child already had a passport issued before and this is just a renewal. Why do I need to bring the original birth certificate again?

A. Minor passport applications are reviewed as a "new" passport each time until after the first "adult" passport is issued. It is a National Passport Agency requirement to submit the expired passport and original birth certificate along with the passport application (Form DS-11).

Q. Do I have to bring my children with me when I am applying for his/her/their passports?

A. All passport applicants have to be present when passport applications are being reviewed and submitted for processing.

Q. Why can't I just submit a copy of my birth certificate, naturalization certificate or marriage license?

A. The National Passport Agency requires that the "original" document(s) be submitted with applications. A copy of such document could be made by anyone.

Q. I will be 16 by the time I travel, so why do I need both of my parents present when I submit my passport application for review and processing?

A. Applications are reviewed on the date it is submitted. Therefore, if an applicant is 15 years old on the day the application is submitted, the requirements for minor applicants apply. Both parents must be present and sign because a minor applicant cannot sign his or her application regardless of an upcoming birthday.

Q. How long does it take to get a passport?

A. Four (4) to six (6) weeks for regular processing; two (2) to three (3) weeks for expedited processing.

If the passport is needed in less than two (2) weeks, contact the National Passport Agency at: (877) 487-2778 and an Agent will return your call.

Q. When applying for a minor's passport, what if one of the parents cannot be present?

A. You should bring [Form 3053](#) – signed (by the absent parent) and notarized with a copy of the front and back of his/her drivers' license.

www.rochesterhills.org/passports