

Passport Acceptance Agency

Torch Lake Township is an approved Passport Acceptance Agency office. Kathy Windiate, Clerk and Sharon Schultz, Treasurer are authorized agents.

Passport Applications and applicable forms are available by going: on line, <http://travel.state.gov> ; Torch Lake Township office located at 2355 N US 31 Kewadin, MI 49648 or at any acceptance agency.

Unsigned Applications should be completed and taken to any Acceptance Agency for processing along with:

- Proof of U.S. citizenship-certified birth certificate or previous U.S. Passport book;
- Recent Color Photograph – 2x2 passport inch taken within last 6 months;
- Proof of Identity- driver’s license; military, state, or Federal Employee ID card;
- Fees- check or money order *only* payable to US Dept. of State - a separate fee for processing can be either check or cash to the agency.

For additional information needed, call U.S. Passport Services toll free 1-877-487-2778 or go to their website at <http://travel.state.gov> . You are able to learn where and how to apply; download forms; check application status and much more. You can also call Torch Lake Township office at 231-599-2036.

Fees are subject to change: As of April 2018 as follows:

Passport Book Fees: Any type of travel transportation

- Adult (age 16 and over) \$110.00 – passport valid for 10 years;
- Child (under age 16) \$ 80.00 - passport valid of 5 years;

Passport Card Fees: Not Valid for air travel; restrictive travel

- Adult (age 16 and over) \$30.00 – card valid for 10 years;
- Child (under age 16) \$15.00 - card valid for 5 years;

Processing Fee: additional to Book & Card fees

- Processing Agents \$35.00 - EACH Application to be processed.

Other Service Fees:

- Overnight Delivery Service \$15.89
- Expedite Processing \$60.00

National Passport Center:

- Routine Processing - 4 – 6 weeks
- Expedite Processing - 2 – 3 weeks

Torch Lake Township is open Monday – Friday from 9 AM – 2 PM for applications, but prefers to have appointments when possible to assure an agent is available. Please call 231-599-2036.