

Passport Acceptance Agency

The Torch Lake Township office is an approved Passport Acceptance Agency. Kathy Windiate, the Township Clerk, is the authorized agent.

Passport Applications and applicable forms are available in the township office located at 2355 N. US 31, Kewadin, Mi. Applications should be completed but **not signed** until the oath is taken in the presence of the authorized accepting agent. Applicants must bring to the accepting agent two, 2 inch by 2 inch, full-face pictures taken against a white or light background. Applicants must also bring to the accepting agent, along with the completed application, proof of citizenship, current picture identification and their social security card.

Most normally a certified U.S. birth certificate or expired passport book serves as proof of citizenship. Photo identification is most normally an applicant's driver's license. Other acceptable forms showing proof of citizenship and identification can be learned by calling the township office at 231-599-2036 or visiting the U.S. State Department's travel website at www.travel.state.gov.

Fees are subject to change.

Currently as of April, 2010;

Fees for passports for persons *over* 16 years of age currently total \$100.00.

Fees for passports for persons *under* 16 years of age currently total \$85.00.

The fees will require separate checks to be written, one to Torch Lake Township for \$25.00 and the other to the U.S. Department of State for the remainder of the total fee.

Please allow six weeks for routine processing of passport applications.

Expedited processing is possible for additional fees.

Please call the Township Clerk, Kathy, or visit the U.S. State Department's Travel website at www.travel.state.gov if you have any questions pertaining to passports.

The Township Clerk's office hours are Monday, Wednesday and Friday, from 9a.m. to 12 noon. The Township Office phone number is 231-599-2036.

April 19th, 2010