

First Time Passport Requirements

The normal processing time for acquiring a passport is 4-6 weeks. If you would like to do this on your own, then please refer to www.travel.state.gov and click on **First Time Passports** and follow the instructions.

If you would like Conlin Travel to expedite your passport, then please refer to the instructions below.

The following items must be presented to an authorized passport clerk who will in turn adjudicate the application and place documentation inside an envelope which will be sealed and cannot be opened except by another passport clerk, otherwise rendering all documents void. In Ann Arbor, you can go to either the local County Clerk's Office at 200 N. Main St., or to the main Ann Arbor Post Office at 2075 West Stadium Blvd.

What needs to be inside your sealed envelope from the post office or county building:

- 1 original (no photocopies or faxes) completed DS-11 Application form completed online, printed on single-sided pages and signed. Complete the questions in the online application. At the end of the application, it will create a PDF of what you have completed to print and take to the post office. The clerk at the post office will witness you sign your application and view your driver's license or state ID and seal your application in a tamper proof envelope with the documents listed below.
- Certified or original copy of the applicant's birth certificate or naturalization certificate.
- 1 passport quality photograph.
- Letter of Authorization – Please [click here](#) for the Letter of Authorization form. (If this is not included, then your passport will be flat mailed directly back to you and you will not be able to check on the process of your application).
- Flight Itinerary (which will be provided by Conlin Travel).
- Check or Money order payable to U.S. Dept of State for \$170.00. If you are additionally applying for a passport card add a fee of \$30.00 (If your check or money order is any other amount, then the application will be delayed in processing).

There will be a Conlin Travel handling fee of \$50.00.

NOTE: All instructions on the passport application and attached pages must be read. If the U.S. Passport agency feels they have not been read they will not issue a passport.

Click the link below to go directly to the site where you will find the DS-11 application that you will need to fill out: <https://pptform.state.gov/>.

If you have any questions, please feel free to contact our office and speak to Jessica Wagley (ext. 2419) or Holly Sullivan (ext. 2420) at (734)677-2190.