



## YOU CAN APPLY FOR A U.S. PASSPORT AT THE ACME TOWNSHIP OFFICE!

1. Any American citizen can apply for a passport here - you don't have to be a township resident.
2. If you wish to apply for a passport for a minor aged 16 or under, the following procedures MUST be followed:
  - BOTH PARENTS AND THE MINOR CHILD must be present.
  - If either parent is unavailable for any reason, appropriate documentation must be provided.
    - If it is simply inconvenient for a parent to be present, you can present a signed affidavit from the absent parent granting consent.
    - If a parent is permanently unavailable, you must present documentation of the reason (death certificate, court order, etc.)
    - If you have ANY questions about obtaining a passport for a minor, please call ahead so we may help you prepare.
3. We do not provide passport photos, but there are many local places that offer this service. The requirements for the photos are strict, so we recommend that you not try to create the photo yourself. The nearest location we know of where you can get your passport photos is the Walgreens at Holiday Road and US 31.
4. Fees are established by the US State Department. For adults the total fee starts at \$100 (additional fees apply for expedited service). \$75 goes to the State Department and \$25 is retained by the issuing agency and will contribute to our general operating fund.
5. Normally it takes about 6 - 8 weeks to receive your passport after application. Plan ahead!
6. The next nearest place to apply is at the County Clerk's Office or post office in Downtown T.C. - we're convenient to the East side of town!
7. Are members of your school, church, civic or social organization planning a trip? Call Nancy to discuss having her come to your location/meeting to conveniently process your applications.
8. Forms and answers available at the office, or at [the State Department website](#)