

CITY OF HEATH
1287 Hebron Road * Heath, OH 43056
Mon – Fri 8:30 AM – 4:30 PM
(740) 522-1420 Ext. 200

STEPS TO COMPLETING A PASSPORT APPLICATION

1. DS-11 applications may be completed online at www.travel.state.gov and processed at our office. You may also complete an application in writing (**USE BLACK INK ONLY**). Please note that all applicants, regardless of age, must be present in our office when applying for a passport. Complete all spaces that apply to you. Your signature must be witnessed by an Acceptance Agent. **PLEASE DO NOT SIGN THE APPLICATION UNTIL DIRECTED!**
2. Bring with you one (1) of the following items of identification:
 - a. **BIRTH CERTIFICATE** This must be an **ORIGINAL or CERTIFIED COPY** from the County Board of Health where you were born, with the Registrar's seal. Cannot be a hospital birth certificate. The Department of State will return your birth certificate.
 - b. **PREVIOUS PASSPORT**
 - c. **CITIZENSHIP PAPERS**
3. One (1) individual passport photo (**size of 2" x 2"**) is required. Photos may be taken at Walgreens, Sears, CVS, Cord Camera or AAA. White shirts are not to be worn for pictures. Smiling is permitted.
4. Children under age 16 need both parents' signatures and driver's license information. If one parent is absent, their signature on a completed, notarized affidavit Form DS-3053 along with a photocopy of the front and back side of his or her I.D. must be submitted at the time of application.
5. Applicant's Driver's License or other acceptable picture Identification.
6. **Remittance to the U. S. Department of State must be rendered in the form of "a check or money order".**

<u>Passport Book:</u>	- \$110.00 per person - age 16 and older (<i>valid for 10 years</i>)
	- \$ 80.00 per person - age 15 and under (<i>valid for 5 years</i>)
<u>Passport Card:</u>	- \$ 30.00 per person – age 16 and older (<i>valid for 10 years</i>)
	- \$ 15.00 per person – age 15 and under (<i>valid for 5 years</i>)
7. Processing/execution fee of \$25.00 payable to the City of Heath. This may be paid by cash, check, money order, Debit Card, MasterCard or Visa.
8. Processing time for a Routine Application is 6 weeks or less. An Expedited Application is 3 weeks or less. Expedited Services must include an additional \$60.00 per application and an additional \$12.72 for overnight return delivery service to applicant for Passport Books only. If Expedited Services are needed, please submit a Check or Money Order to the Dept. of State for the entire fee. Passport Cards may be expedited, but overnight return delivery service to the applicant is not available. Passport Cards are only valid for LAND BORDER-CROSSINGS AND SEA PORTS-OF-ENTRY when arriving from Mexico, Canada, the Caribbean, and Bermuda only.