

### Special Notice for Ohio residents

On July 2, 2018 the State of Ohio began issuing an *Ohio interim Identification form* while the new permanent Driver's License and Identification card is being processed and mailed (within 10 business days).

For passport purposes, the *Ohio Interim Identification form* is considered supplemental identification. If you do not have an acceptable primary identification document, you may submit secondary/supplemental identity documents or, if possible, await the arrival of your new permanent Driver's License.

Please see below under the heading "What to bring with you" descriptions of primary, secondary and supplemental documents.

### Information Guide for Obtaining a U.S. Passport

In Ohio, the Clerk of the Court of Common Pleas has been authorized by the U.S. Dept. of State to accept passport applications.

#### Where to apply in Warren County

The Office of Warren County Clerk of Courts James L. (Jim) Spaeth processes passport applications at our Lebanon, Franklin, and Mason Title offices.

**No appointment is needed, but passport application hours are limited to:**

**Monday thru Friday 8:00am – 4:30pm**

**Saturday hours 8:00am – 11:30am (LEBANON TITLE OFFICE ONLY)**

Lebanon Main Title Office	19 Dave Ave	Phone: 513-695-1175
Franklin Branch Title Office	245-A S Main St	Phone: 513-695-3240
Mason Branch Title Office	773 Reading Rd	Phone: 513-695-3511

You are asked to have all passport applications completed up to the point where it states to "STOP – do not sign" prior to entering our Title offices.

All applications **MUST** be done in **BLACK INK**.

#### What to bring with you

All passport applicants must appear regardless of age. **Minor children under 16 must be accompanied by both parents (with rare exceptions).** Minor children 16-17 need only have one parent present. A passport application must be accompanied by four items:

1. Proof of U.S. Citizenship - Submit *a previous U.S. passport or a certified birth certificate.*

2. Proof of identity – The following PRIMARY documents are generally acceptable alone if they readily identify the applicant:

- Previous U.S. passport book or passport card
- Valid driver's license (not temporary or learner's permit)
- Official U.S. military or military dependent identification card
- Government employee identification card (federal, state, county, municipal)
- Certificate of Naturalization with identifiable photo attached
- Current (valid) foreign passport

The following are generally acceptable SECONDARY identification documents:

- State-issued identification cards, particularly for those who do not drive due to age, disability, or convenience
- Work or industrial identification card
- School or college identification card
- Expired driver's license

The following SUPPLEMENTAL documents may be used as supporting evidence in establishing the identification of an applicant, **but are not acceptable alone as evidence of identity:**

- Selective Service System (draft) registration card
- Voter registration card
- Medicare or other health card
- Social Security card
- Learner's or temporary driver's permit
- Credit card of any type (not to be copied)
- Membership card in local social organization or club
- A temporary identity card or document
- Expired identity document that no longer serves to identify the bearer

It is highly recommended that the applicant submit more than one secondary/supplemental identity document.

3. Two photographs

- Color photographs are required, taken within the last 6 months. They must be identical, 2" x 2" in size with full frontal or whole-face view of the face (not wearing glasses) with a white or off-white background.
- Our offices are not providing photo services. CVS, the UPS Store, Walgreens, Walmart, and AAA may be options for your passport photos.

4. \*Required fees

#### **Passport Book Fees\***

Adult Passport - valid for 10 yrs. - 16 years of age & older	<b>(payable to US Dept of State)</b>	\$ 130.00
Minor Passport - valid for 5 yrs.- under 16 years of age	<b>(payable to US Dept of State)</b>	\$ 100.00
Department of State Expedited Processing Fee	<b>(payable to US Dept of State)</b>	\$ 60.00
Express Mail from the Dept of State with completed passport	<b>(payable to US Dept of State)</b>	\$ 19.53
Express Mail to the Department of State	<b>(payable to the Clerk of Courts)</b>	\$ 30.45
Execution Fee	<b>(payable to the Clerk of Courts)</b>	\$ 35.00

**Payment portions made to the US Department of State MUST be by Check or Money Order ONLY.**

**Payment portions to the Clerk of Courts may be made by Cash, Check, Money Order or Credit Card**

**\* All fees subject to change**

**Passport Processing Time \*\***

**As of February 2024**, please allow at least **6-8 weeks** from the time you submit an application to the time you receive your passport.

Please try to allow beyond the maximum time frame noted here to help assure your passport will be delivered well in advance of your travel plans.

**Expedited Passport Applications \*\***

If you are leaving on an emergency trip, typically within five (5) working days, apply in person to the nearest regional passport agency and present your tickets or your travel itinerary from an airline, as well as the other required items. The agencies closest to Warren County are located in Chicago, Illinois and Detroit, Michigan and you will need an appointment with them.

You may also apply for an expedited passport. An expedited passport is currently being processed by the U.S. Passport Agency within **2-3 weeks** after receipt. There is an additional \$60 fee required for this expedited passport processing. The applicant is also responsible for any Express Mail (overnight) postage fees if you choose to use this method. Fees for the Express Mail to the Passport Agency are currently \$30.45 payable to the Clerk of Courts and fees for the Express Mail return of your new passport are \$19.53 payable to the U.S. Department of State.

**Example**

If you are an adult expediting for delivery within 2-3 weeks and opting to use Express Mail to both send your application to the Passport Agency (PPA) (optional) and to receive your new passport book (not optional), the following fees apply:

Adult Passport	\$ 130.00
Expedited Fee	\$ 60.00
Local Execution Fee	\$ 35.00
Express Mail to PPA	\$ 30.45
Express Mail from PPA	\$ 19.53

\$ 209.53	Check/Money Order to US Department of State
\$ 65.45	Cash, Check, Money Order or Credit Card to the Clerk of Courts
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\$ 274.98	Total