



**MIKE FOLEY**

Montgomery County  
Clerk of Courts

*Moving Justice Forward*

### 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.

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

Mike Foley Clerk of Courts Auto Title Division is authorized by the United States Department of State to accept passport applications.

### Where to apply in Montgomery County:

#### Passport Acceptance Facilities

##### Administration Building

451 W Third Street, Dayton, Ohio 45422  
Phone: 937-225-4480 Ext. 5240  
Times for processing:  
Mon-Fri 8:00 A.M – 3:30 P.M

##### Moraine

##### **TEMPORARILY CLOSED**

5552 N. Springboro Pike, Moraine, Ohio  
45449  
Phone: 937-225-4480 Ext. 5242  
Times for processing:  
Tues-Fri 8:00 A.M - 4:00 P.M.  
Sat 8:00 A.M - 12:00 P.M.

##### Huber Heights

6108 Chambersburg Rd, Huber Heights, Ohio  
45424  
Phone: 937-225-4480 Ext. 5241  
Times for processing:  
Tues-Fri 8:00 A.M - 4:00 P.M.  
Mon & Sat 8:00 A.M - 12:00 P.M.

##### Clayton

8391 N. Main Street, Clayton, Ohio 45415  
Phone: 937-225-4480 Ext. 5214  
Times for processing:  
Tues-Fri 8:00A.M- 4:00 P.M.  
Sat 8:00 A.M - 12:00 P.M.

##### Centerville

108 W. Spring Valley Road, Centerville, Ohio  
45458  
Phone: 937-225-4480 Ext. 5212  
Times for processing:  
Tues-Fri 8:00 A.M - 4:00 P.M  
Mon & Sat 8:00 A.M -12:00 PM

## 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:

Proof of U.S. Citizenship - Submit a certified birth certificate, previous U.S. passport or U.S. Naturalization

1. 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 submits more than one secondary/supplemental identity document.**

2. 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 do provide photo services for a fee of \$15.

3. Required fees (Two separate forms of payment)

## Passport Book Fees

Adult Passport - valid for 10 yrs. - 16 years of age & older	(Payable to US Dept of State)	\$ 130.00
Minor Passport - valid for 5 yrs.- under 16 years of age	(Payable to US Dept of State)	\$ 100.00
Department of State Expedited Processing Fee	(Payable to US Dept of State)	\$ 60.00
Express Mail from the Dept of State with completed passport	(Payable to US Dept of State)	\$ 19.53
Express Mail to the Department of State	(Payable to the Clerk of Courts)	\$ 29.32
Execution Fee	(Payable to the Clerk of Courts)	\$ 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 December 18, 2023, please allow at least 6-8 weeks from the time your application is received by U.S. Passport Services until 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 \*\*

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 from the time your application is received by U.S. Passport Services until the time you receive your passport. 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 \$29.32 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.

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 Montgomery County are in Chicago, Illinois and Detroit, Michigan by appointment only.

**Example:**

If you are an adult expediting for delivery within 5-7 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	
Express Mail from PPA	\$ 19.53	
Local Execution Fee	\$ 35.00	
Express Mail to PPA	\$ 29.32	
Copy Fee	\$ 0.50	
Photo Fee	\$ 15.00	
	<b>\$ 209.53</b>	Check/Money Order to US Department of State
	\$ 79.82	Cash, Check, Money Order or Credit Card to the Clerk of Courts
	<hr/>	
	\$ 289.35	Total

Up-to-date information of length of time needed to process a passport can be found on the internet <http://travel.state.gov/passport>, then clicking on *Passport Application Processing Times*.

**\*\*All processing times are subject to change\*\***

**\*\*\*All DS-11 PASSPORT APPLICATIONS SHOULD BE COMPLETED BY APPLICANT AND SUBMITTED BY PASSPORT ACCEPTANCE AGENCY.**

**\*\*\*ALL DS-82 RENEWAL APPLICATIONS SHOULD BE COMPLETED AND SUBMITTED BY MAIL FROM APPLICANT TO U.S. DEPARTMENT OF STATE. (MAKE SURE TO INCLUDE PASSPORT PHOTO, EXPIRED PASSPORT, MARRIED OR NAME CHANGE PROOF IF NEEDED, AND PASSPORT FEES).**

**Conclusion**

This passport application information is intended to provide you with basic answers to most frequently asked questions. Please understand that once an application has been submitted, U.S. Passport Services Agency staff are the only ones who can provide information to you about the status of your application. The National Passport Information Center (NPIC) can be reached at 1-877-487-278 (TDD/TTY: 1-888.874.7793) or [NPIC@state.gov](mailto:NPIC@state.gov). If you need any additional information about the initial passport acceptance process locally, we will be happy to help you. Stop by any of our Clerk of Court's Auto Title Offices at a location convenient to you.