



CITY OF HEATH

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PASSPORT INSTRUCTIONS

Applications may be obtained online at www.heathohio.gov/passports or www.travel.state.gov and processed at the Heath municipal building. When completing your application, please keep in mind:

- ✓ Use **BLACK INK ONLY**.
- ✓ All applicants, regardless of age, must be present when applying for a passport.
- ✓ Your signature must be witnessed by the Acceptance Agent in our office. Do **NOT** sign the application until directed.

REQUIRED DOCUMENTS

You must bring the original of one of the following documents:

- ✓ **Birth Certificate.** This must be the original issued by the Board of Health where you were born with the registrar's seal. This original document will be mailed with your application, but will be returned to you. Hospital certificates are not acceptable.
- ✓ **Previously issued U.S. passport**
- ✓ **Citizenship paperwork** (i.e.: Certificate of Naturalization)
- ✓ **Driver's license or State issued ID card** (for those over the age of 16)

PASSPORT PHOTO

One (1) individual passport photo is required. Photos may be taken at the City of Heath, CVS, Walgreens, WalMart, and AAA. Do not wear a white shirt in your photo and eyeglasses may not be worn. If you have your photo taken at the City of Heath, the charge for this service is \$10.

MINORS

If a child is under 16 years of age, both parents, along with the child, must be present when applying. A photo copy of the parent's driver's license or State ID will be made. If there are extenuating circumstances that a parent is unable to be present, please call so that we can advise you of what procedures can be taken.

For children between the ages of 16-18, one parent must be present.

PAYMENT

The Department of State requires payment in the form of a personal check, money order, or cashier's check. They will NOT accept cash or a credit/debit card. The costs for passports are:

Passport book:	\$130 per application – age 16 and older (valid for 10 years)
	\$100 per application – age 15 and under (valid for 5 years)
Passport card:	\$30 per application – age 16 and older (valid for 10 years)
	\$15 per application – age 15 and under (valid for 5 years)
Expedited Service (optional):	
	\$60 per application
	\$19.53 - 1-2 day return delivery (not applicable for passport cards)

The City of Heath is required to charge a processing fee of \$35 per new DS-11 application. This is a separate payment and can be paid by cash, check, credit or debit.

PROCESSING TIME

Per the Department of State, a routine application will be processed in 6-8 weeks. An expedited application will be processed within 2-3 weeks

Please call 740.522.1420 x206 if you have any questions or if you would to schedule an appointment to process your application.