



# City of Heath

## Passport Instructions

1287 Hebron Rd. Heath, OH 43056  
(740) 522-1420  
Monday – Friday  
8:30 am – 4:00 pm  
[www.heathohio.gov](http://www.heathohio.gov)

1. DS-11 applications may be completed online at [www.travel.state.gov](http://www.travel.state.gov) and processed at our office. You may also complete an application in writing (**USE BLACK INK ONLY**). If you make a mistake, please cross out with a single line and initial the mistake. Please note that all applicants, regardless of age, must be present in our office when applying for a passport. Complete both pages of the application but **do not write in lower white sections**. Your signature must be witnessed by the Acceptance Agent in our office. **DO NOT SIGN THIS 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. or **PREVIOUS PASSPORT**
  - c. or **CITIZENSHIP PAPERS**
3. One (1) individual passport photo (**size of 2" x 2"**) is required. Photos may be taken at AAA, CVS, Walgreen's, Walmart, or any other passport photo service locations. **White shirts or eyeglasses are not to be worn for pictures. Smiling is permitted.**
4. Both parents must be present when children under age 16 are applying. Parents must bring their Driver's license. If one parent cannot be present at time of application, a completed, notarized Form DS-3053 must be submitted, along with a photocopy of absent parent's photo I.D.
5. Applicant's Driver's License or other acceptable picture Identification.
6. **A payment to the Department of State must be in the form of "a check or money order".**

<b><u>Passport Book:</u></b>	<b>\$ 110.00</b> per person - age 16 and older ( <b><i>valid for 10 years</i></b> )
	<b>\$ 80.00</b> per person - age 15 and under ( <b><i>valid for 5 years</i></b> )
<b><u>Passport Card:</u></b>	<b>\$ 30.00</b> per person – age 16 and older ( <b><i>valid for 10 years</i></b> )
	<b>\$ 15.00</b> per person – age 15 and under ( <b><i>valid for 5 years</i></b> )
7. **Processing fee of \$35.00 will be payable to the City of Heath.** This is a separate payment. This may be paid by cash, check, and money order, Debit Card, MasterCard, Visa or Discover Card.
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 \$15.89 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. (**\$60.00 expedited + \$15.89 overnight return delivery = \$75.89**)

**Passport Cards are only valid for LAND BORDER-CROSSINGS AND SEA PORTS-OF-ENTRY when arriving from Mexico, Canada, the Caribbean, and Bermuda only.**

**U.S. Department of State phone#: (877) 487-2778 or website: [www.travel.state.gov](http://www.travel.state.gov)**