



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

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**). 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 Walgreen's, Sears, CVS or AAA. **White shirts 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".**

<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 fee of \$25.00 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 \$20.66 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.

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