



**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 a 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 – 3:00 P.M

##### **Clayton**

8391 N. Main Street,  
Clayton, Ohio 45415  
Phone: 937-225-4480 Ext. 5214  
Times for processing:  
Tues-Fri 8:00A.M- 3:30 P.M.  
Sat 8:00 A.M - 12:00 P.M.

##### **Moraine**

5552 N. Springboro Pike,  
Moraine, Ohio 45449  
Phone: 937-225-4480 Ext. 5242  
Times for processing:  
Tues-Fri 8:00 A.M – 3:30 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 – 3:30 P.M.  
Mon & Sat 8:00 A.M -12:00 PM

##### **Huber Heights**

6108 Chambersburg Rd,  
Huber Heights, Ohio 45424  
Phone: 937-225-4480 Ext. 5241  
Times for processing:  
Tues-Fri 8:00 A.M – 3:30 P.M.  
Mon & Sat 8:00 A.M - 12:00 P.M.

Montgomery County Auto Title Division  
How To Apply for Your U.S. Passport  
Regular Processing

**WHAT TO BRING**

**1. Proof of Citizenship - Provide ONE of the following:**

- A certified birth certificate from the country or state in which you were born
  - The birth certificate must have a raised, embossed, impressed, or multicolored seal, and it must list both parents. Hospital certificates, photocopies, and electronic certificates are not acceptable.
- A naturalization certificate
- A certificate of citizenship
- A full-term, non-limited U.S. Passport book or card (undamaged)

Go to the U.S. State Department website for more information about Citizenship Evidence

**2. Proof of Identity (Photo Identification)**

- A valid state or federally issued picture ID such as a driver's license, ID card, military ID, or passport book or card.

Visit the U.S. State Department website for more information on Photo Identification.

**3. Passport Application Form - First-time applicants:**

- A passport application (form DS-11) for first-time applicants. You should **complete the form before** coming to the Passport facility, but **do not sign the form** until you meet with an agent.

Note: This form allows you to apply for a Passport Book, Passport Card, or both.

**4. Passport Photo**

We provide passport and visa photo services on site.

**5. Payment of Fees - Cash, Check, or Money Order (Credit Cards only on Clerk Fees)**

- You will pay **TWO** separate fees: a passport application fee and a Clerk Fee.
- Bring a **check or money order** made out to the U.S. Department of State for your passport application fee.
- Bring a **separate** check, money order, cash, or credit card for the Clerk fee.

**Check or Money Orders made payable to: US Dept. of State**

	Passport Book Only	Passport Card Only	Passport Book & Card Combo
Adult Ages - 16+	\$130.00	\$30.00	\$160.00
Child Ages - 0-15	\$100.00	\$15.00	\$115.00

**Montgomery County Clerk of Courts Passport Fees**

***(Cash, Check, Money Orders, or Credit Card)***

*Credit Card Transactions have a 3% service fee*

Clerk Fee	Photo Fee	Citizenship Copy Fee	TOTAL	Return Overnight Fee
\$35.00	\$15.00	\$0.50	\$50.50*	\$21.36 (optional)

\*Total is the combination of all Clerk Fees, may differ if providing photo or copies

Montgomery County Auto Title Division  
How To Apply for Your U.S. Passport  
**Expedited Processing**

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- Bring a **separate** check, money order, or cash for the Clerk's fee.

**Check or Money Orders made payable to: US Dept. of State**

	Passport Book Only	Passport Card Only	Passport Book & Card Combo
Adult Ages - 16+	\$211.36	\$90.00	\$241.36
Child Ages - 0-15	\$181.36	\$75.00	\$196.36

**Montgomery County Clerk of Courts Passport Fees**

***(Cash, Check, Money Orders, or Credit Card)***

*Credit Card Transactions have a 3% service fee*

Clerk Fee	Photo Fee	Citizenship Copy Fee	Express Mail Fee	TOTAL
\$35.00	\$15.00	\$0.50	\$31.15	\$81.65