



By the authority of the President of the United States, the Secretary of State has designated various categories

of persons who are authorized to accept passport applications. One of those categories is the Clerk of the State Court of Records and pursuant to that authority in 1992 the Clerk of Courts of Hamilton County began accepting passport applications and passport cards as a service to the public.

This pamphlet is to answer the most common questions regarding passport applications and to provide information regarding the passport application service offered by the Hamilton County Clerk of Courts.

### What are your hours? Do I need an appointment?

The Clerk of Courts never requires an appointment for any of its services. We provide passport service downtown Monday through Friday, 8:00 a.m. – 4:00 p.m., at the Hamilton County Administration Bldg., 1001 Main Street. Applications are accepted 8:00 a.m. – 5:00 p.m. in our suburban office located at 1216 W. Kemper Road in Forest Park.

### Do children need a passport book or card?

All persons including newborns are required to obtain a passport book or card in their own names. A minor child who is under the age of 18 must appear in person with a parent, legal guardian or person in *loco parentis*, whether U.S. citizen or not, to execute the passport application. Special requirements on application for children under 16.

### May I apply in person?

You must always appear in person regardless of age (infants included) if you do not meet the requirements for applying by mail.

### Renewing by Mail?

**If all the following statements are true, you can apply by mail using form DS-82.**

- My most recent passport is undamaged and can be submitted with my application.
- My passport was issued when I was age 16 or older.
- My passport was issued within the last 15 years.
- My passport was issued in my current name or I can legally document my name change.

**If any of the above statements do not apply to you, you must apply in person using form DS-11.**

### Passport Card

The Passport Card may only be used for land and sea travel between U.S. and Canada, Mexico, Bermuda, and the Caribbean. It cannot be used for international air travel.

### What documents should I bring?

Four items must accompany a passport application:

1. Proof of U. S. citizenship.
2. Proof of identity.
3. Two photographs.
4. Required fees.

### Proof of U. S. Citizenship

Submit a previous U. S. passport or certified birth certificate. If no birth certificate is available, secondary evidence may be submitted for consideration.

Secondary records, which should have been created as close as possible to the applicant's date of birth, may include baptismal certificates, circumcision or other religious records, hospital birth records, early census records, family bible records, personal diaries, ship's logs or newspaper files regarding the birth. Affidavits completed by a parent or older blood relative

or physician, nurse, or midwife who attended the birth may also be submitted for consideration.

When using secondary evidence, a notice from the Registrar of Vital Statistics, of the region where birth occurred, must be obtained stating that no birth record is on file.

### Proof of Identity

Submit one of the following:

1. A previous U. S. Passport.
2. A valid Drivers License.
3. A valid Military I.D. card.
4. A valid State I. D. card.

### Photographs

Two Photographs are required which must have been taken within the last six months. They must be identical, 2" x 2", *color* photographs. The photograph must be clear, front view, full face, with a white or off-white background (vending machine photos are not acceptable).

### Do you take passport photos? May I supply my own?

You may supply your own photos as long as they meet the specified requirements. The Clerk of Courts also offers a passport photo service. The fee for this service is \$10. The Clerk of Courts is the only local agency authorized to accept passport applications that also offers passport photo service.

### Fees\* for a passport:

- \$75.00 for 10-year adult passport 16 years and older.
- \$60.00 for a 5-year passport for a minor 15 years and under.
- \$10.00 if you use the Clerk of Courts photo service.
- \$25.00 execution fee.
- \$75.00 renewal fee for 10-year passport (if by mail).
- \$16.25 for expedited service postage.
- \$20.00 for adult passport card.
- \$10.00 for minor (15 years & under) passport card.

*\*fees subject to change without notice*

## How can I pay the fees?

All offices accept cash, check, American Express Mastercard & Discover as methods of payment. A Convenience Fee is charged.

## How long does it take to get a passport?

Allow 8 weeks from the time you submit an application to the time you receive your passport.

## What if I need a passport in a hurry?

If you are leaving on an emergency trip in less than seven working days, apply in person to the nearest passport agency and present your tickets or your travel itinerary from an airline, as well as the other required items. The agency closest to Hamilton County is located in Chicago, Illinois.

You may also apply at the Clerk of Courts Office for an expedited passport. You will receive your passport within *about* three to six weeks. There is an additional fee of \$60.00 required by the U. S. Passport Services for the expedited passport. **The applicant will be charged for the express mail stamps provided by the Clerk.**

### FOREST PARK OFFICE

Vehicle & Boat Title Transfer  
Passports  
Pay Traffic & Parking Tickets  
Out-of-State Vehicle Information  
Lost or Stolen Title  
Mobile Home  
Voter Registration  
Unclaimed Funds Lists

### MARRIAGE LICENSES

James Cissell, Judge, Hamilton County Probate Court, is issuing marriage licenses at this office located at 1216 Kemper Rd. 9:00 a.m.- 4:30 p.m. Mon.- Fri.  
513-946-3600

## Change of Name

If your name has been legally changed due to marriage or a court order within one year from the date of issuance of passport, there is no fee for this service unless you require expedited service.

If the applicant's name has been changed other than by marriage, such as being incorrectly or not recorded at birth, the change of a given name during childhood, nicknames, a "professional or religious" name, exclusive use of a maiden or previous married surname, the use of stepfather's surname by minors, then, additional documentation will be required to support the name presently used.

## Conclusion

If you need additional information we are happy to assist at any of the locations where passport applications are accepted.

### THE PLEDGE OF THE CLERK OF COURTS:

"TO PROVIDE QUALITY, EFFICIENT AND COURTEOUS SERVICE."

PATRICIA M. CLANCY

### ON THE WEB – WWW.COURTCLERK.ORG

The Clerk of Courts web site provides a number of useful services such as name index and docket search, commonly used forms, court schedule inquires, and other useful information about the services offered by the Clerk of Courts.



Patricia M.  
**Clancy**  
Clerk of Courts

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## U. S. PASSPORT INFORMATION GUIDE

### Passport Application Offices:

#### DOWNTOWN OFFICE

1001 Main Street  
Cincinnati, Ohio 45202  
8:00 A.M. – 4:00 P.M. Mon. – Fri.  
513-946-4646

#### FOREST PARK OFFICE

1216 W. Kemper Road  
Cincinnati, Ohio 45240  
513-946-8161  
8:00 A.M. – 5:00 P.M. Mon. – Fri.

**Our website:**  
[www.courtclerk.org](http://www.courtclerk.org)