

HARRISON COUNTY CLERK OF COURTS

Christina M. Porter, Clerk
100 WEST MARKET STREET
CADIZ, OHIO 43907

TELEPHONE: (740) 942-8863

FAX: (740) 942-4693

INSTRUCTIONS ON PASSPORT APPLICATION (DS-11)

1. Complete in **black ink ONLY**.
2. Complete both pages of the DS-11 application but **DO NOT** sign the application until you return to the office for processing. When you return, you will need to have your **PHOTO ID** to show identification.
3. Along with the application you are required to submit 1 passport photo. (If you wear eye glasses you MUST remove them for your passport picture.) This photo can be taken **on site for \$5 per photo** or at Wal-Mart, CVS, Rite Aid, etc., or if you are a member of AAA, they may take them. (Photo must pass guidelines of 2x2 in size, white or very light background and facing forward. They must be clear without shadows.)
4. You must have an old passport book or card, or a certified copy of your birth certificate with the seal that we can see or feel, along with a photocopy of the certified birth certificate. (If the photocopy is not clear you must submit 2 certified copies of your birth certificate.) These documents will be mailed and the original certified copy of your birth certificate will be returned by the Department of State but they will retain the photocopy.
5. If the applicant is a minor between the ages of 16 and 18 one parent is required to sign the application as well, and provide identification.
6. If the applicant is under the age of 16, **BOTH** parents are required to sign and the minor is required to appear no matter what age. If one parent cannot be present we will need you to provide the DS-3053 "Statement of Consent" form at the time of application.
7. Our agency processes passports from 8:30 a.m. to 3:00 p.m. Monday through Friday. If you cannot make it during those business hours, we can make special arrangements in order to assist you, please call the office at (740) 942-8863.
8. Routine passports take 4 to 6 weeks for processing and Expedited* passports take 2 to 3 weeks for processing. You will receive two separate mailings from the passport facility one with your passport and one with your birth certificate. **For 2-3 week expedite service: 2-way overnight mail is highly recommended.*

(**YOU CAN ONLY FLY WITH THE PASSPORT BOOK****)**

ADULTS:	COSTS
PASSPORT BOOK FEES (age 16 and over, valid for 10 years)	\$130.00
PASSPORT CARD REAL ID COMPLIANT FEES (age 16 and over, valid for 10 years)	\$30.00
PASSPORT BOOK & CARD (age 16 and over, each valid for 10 years)	\$160.00

MINORS:	
PASSPORT BOOK FEES (under age 16, valid for 5 years)	\$100.00
PASSPORT CARD REAL ID COMPLIANT FEES (under age 16, valid 5 years)	\$15.00
PASSPORT BOOK & CARD (under age 16, each valid for 5 years)	\$115.00

EXPEDITE FEE* (FOR ALL PASSPORTS, ADULTS AND MINORS)	\$60.00
1-2 DAY DELIVERY SERVICE/PASSPORT BOOKS ONLY (Back to customer)	\$32.00
BOTH OF THE FEES ABOVE ARE TO BE INCLUDED IN ONE CHECK ALONG WITH THE PASSPORT FEE.	

***ADULTS:**

(BOOK-i.e., \$130.00, \$60.00 & \$21.36 total \$211.36)

(CARD-i.e., \$30.00 & \$60.00 Total \$90.00) **Passport Card can only be expedited one way to NPC.**

(BOOK & CARD \$160.00, \$60.00 & \$21.36 Total \$241.36)

***MINORS:**

(BOOK-i.e., \$100.00, \$60.00 & \$21.36 Total \$181.36)

(CARD-i.e., \$15.00 & \$60.00 Total \$75.00) **Passport Card can only be expedited one way to NPC**

(BOOK & CARD-i.e., \$115.00, \$60.00 & \$21.36 Total \$196.36)

*Passport cards can be expedited to Passport Agency, but can only be delivered back to customer via First Class Mail

YOU MUST READ BELOW FOR PAYMENT FOR THE DEPT OF STATE
*******Make your CHECK OR MONEY ORDER payable to the DEPARTMENT OF**
STATE*** NO CASH FOR DEPARTMENT OF STATE PAYMENT**
****CASH IS NOT ACCEPTED AS WE CAN NOT SEND CASH THROUGH THE MAIL****

The Clerk of Courts office charges a processing fee for each application.	\$35.00
PRIORITY MAIL EXPRESS (ON ALL EXPEDITES - BOOKS ONLY)	\$32.00
If you Expedite both of these fees get paid to the clerk of courts (i.e., \$35.00 & \$30.45 total \$65.45)	

We accept **Cash, Debit/Credit Cards with a \$2.00 additional fee, Checks or Money Orders**
payable to the **CLERK OF COURTS** for processing fee ONLY.

Public Contacts: National Passport Information Center; Website: travel.state.gov
Phone: (877) 487-2778; (888) 874-7793 TDD; E-mail Address: npic@state.gov
Hours: Monday-Friday 8am-10pm EST (Closed on Federal Holidays)