

How can I pay the fees?

At the County Administration Building check, cash, credit card or money order payable to the Clerk of Courts may pay all fees.

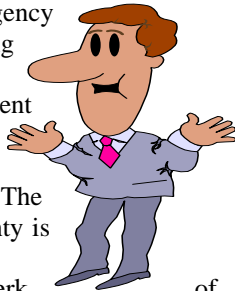
At the suburban offices cash, personal check, credit card or money order payable to the Clerk of Courts, if used, may pay the execution fee of \$30.00 and the \$10.00 charge for passport photos. The application fee of \$67.00 must be made by check or money order payable to Passport Services.

How long does it take to get a passport?

Allow 35 working days 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. An expedited passport is guaranteed by the U. S. Passport Agency to be processed within seven days.

There is an additional fee of \$60.00 required by the U. S. Passport Services for the expedited passport. The applicant is also responsible for providing the express mail postage stamps.

Suburban Offices Services

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

Change of Name

In most cases this is the name shown on the evidence of citizenship, or in the case of a married woman, the husband's surname that may have been assumed at the time of marriage. A woman may not apply for a passport using a name she expects to acquire by a future marriage. The passport, however, may be amended after the marriage in the married name.



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 will require additional documentation to support the name presently used.

Conclusion

The above information is intended to answer only the most frequently asked questions, which we receive. If you need additional or more detailed information we are happy to assist at any of the locations where we accept passport applications.

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, document retrieval, commonly used forms, court schedule inquires, and other useful information about the services offered by the Clerk of Courts.

MARRIAGE LICENSES

James Cissell, Judge, Hamilton County Probate Court, is issuing marriage licenses at the Forest Park Suburban Office, 1216 Kemper Rd. 10:00 am-5:30 pm Mon.-Fri. 513-946-3600

THE PLEDGE OF THE CLERK OF COURTS
"TO PROVIDE QUALITY, EFFICIENT AND
COURTEOUS SERVICE."

GREGORY HARTMANN



INFORMATION GUIDE FOR OBTAINING A U. S. PASSPORT

Passport Application Offices

OFFICE LOCATIONS:

County Administration Building

1001 Main Street
Cincinnati, Ohio 45202
8:00 a. m. – 4:00 p. m. Mon. – Fri.
513-946-4646

SUBURBAN OFFICE HOURS 9:00 A.M. – 6:00 P.M. MON. – FRI.

Eastern Hills

3370 Redbank Road
Cincinnati, Ohio 45227
513-946-8140

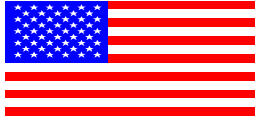
Forest Park

1216 W. Kemper Road
(Corner of Winton & W. Kemper)
Cincinnati, Ohio 45240
513-742-6650

Western Hills

5089 Glencrossing Way
Cincinnati, Ohio 45238
513-946-8181

www.courtclerk.org



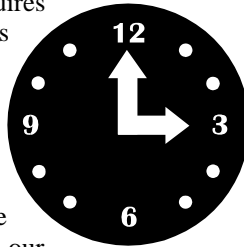
By the authority of the President of the United States, the Secretary of State has designated various categories

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 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 St. Applications are accepted until 5:30 p.m. in our suburban offices located at 3370 Red Bank Road in Fairfax, 1216 W. Kemper Road in Forest Park and 5089 Glencrossing Way in Western Hills.



Do children need passports?



All persons including newborns are required to obtain passports 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. citizens or not to execute the passport application.

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.

Who may apply for a passport by mail?

You may apply for a passport by mail if:

1. You already have a passport.
2. Your most recent passport was issued within the past 15 years.
3. You were 16 years of age or older at the time it was issued.



If your passport has been mutilated or violated in any manner you **may not** apply by mail.

What documents should I bring?

Five items must accompany a passport application:

1. Proof of U. S. citizenship.
2. Proof of identity.
3. Two Photographs.
4. Required fees.
5. Express mail stamps (for expedited service).

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 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" photographs, and may be color or black and white. The photographs must be full frontal or whole-face views of the 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 are as follows:

- \$67.00 for a 10-year passport.
- \$52.00 for a 5-year passport for person under 16.
- \$10.00 if you use the Clerk of Courts photo service.
- \$30.00 execution fee.
- \$67.00 renewal fee for 10-year passport (if by mail).

