



PASSPORT INFORMATION GUIDE

LANCASTER TITLE OFFICE

982 Liberty Drive
Lancaster, Ohio 43130

Passport Hours: By appointment

Phone: 740-652-7540 Fax: 740-681-4735

PICKERINGTON TITLE OFFICE

12945 Stonecreek Drive
Pickerington, Ohio 43147

Passport Hours: By appointment

Phone: 614-835-2610 Fax: 614-833-5850

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. Pursuant to the authority, the Clerk of Courts in Fairfield County is accepting passport applications as a service to the public at both title offices.

This guide will answer the most common questions regarding passport applications and will provide information regarding the passport application service offered by the Fairfield County Clerk of Courts.

Should you apply in person?

Yes, if...

- You are applying for a U.S. passport for the first time.
- Your previous U.S. passport was lost, stolen or damaged.
- Your previous passport has expired and was issued more than 15 years ago.
- Your previous passport has expired, and it was issued when you were under 16.
- Your name has changed since your passport was issued and you do not have a legal document formally changing your name.

NOTE: If your passport has been lost, mutilated, or violated in any manner you may not apply by mail. All persons must have their own passports, including infants.

Do children need passports? All persons including newborns are required to obtain passports in their own names. All minors must appear in person with both parents or legal guardians to execute the passport application. Effective February 1, 2008, children under age 16 require both parents' signatures (As provided by Public Law 106-113, Sect. 236).

To apply in person for a U.S. Passport, you must:

1. Provide a completed [Passport Application Form- Form DS-11](#)

- Or forms can be obtained in person at the title offices.

2. Present Poof of U.S. Citizenship

All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport. You may prove U.S. Citizenship with any one of the following:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as proof of identity).
- Certified copy of a birth certificate. Children under 16 must have both. If no birth certificate was issued, secondary evidence may be submitted for consideration.

3. Present Poof of Identity

You may prove your identity with any one of these, if you are recognizable:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as proof of identity).
- Current, valid Driver's License.
- Current, valid Government I.D. card (city, state or federal)..
- Current, valid Military I.D. card.

NOTE: Temporary permits are not accepted.

4. Provide One Passport Photo

Your photograph must be:

- 2" x 2" in size and must be in color.
- Must have been taken within the last six months.
- The photograph must be full frontal or whole face view without any part of head or hair cut off.
- No dark glasses or hats may be worn.
- Photo must have a white or off-white background and be facing forward (Vending machine photos are not acceptable.).

Where can I get a passport photo?

Both title offices are able to take passport photos for a fee of \$15.00.

5. Pay the Applicable Fee(s)

See fees listed below.

How long does it take to get a passport?

Normal Processing: Allow 4-6 weeks from the time you submit an application to the time you receive your passport (subject to change).

Expedited Processing: An expedited passport is guaranteed by the U.S. Passport Agency to be processed and received within 2-3 weeks (subject to change).

What if I need a passport in a hurry?

If you are leaving on an emergency trip in less than two weeks, apply in person to the nearest passport agency and present your completed passport application with all necessary paperwork. You may also apply at the title office for an expedited passport. Hand carry is also an option.

What is the Hand Carry option?

A hand carry is defined as a case when an executed application package is given to the applicant in a sealed envelope to be delivered to a Passport Agency or Center by a third party (such as a courier company, Member of Congress, family/friend or any other individual designated by the applicant). A Letter of Authorization for Third Party Form is required. Upon request, executed applications may be returned to an applicant in a sealed envelope to be hand carried to a Regional Passport Agency only if the applicant: demonstrates an imminent travel need (in less than 14 calendar days) or demonstrates that one or more visas are needed and is travelling within four weeks. To demonstrate the need, you must provide proof of travel. A letter from your Member of Congress may be accepted in place of evidence of travel. Fairfield County residents should contact Congressman Troy Balderson at 614-523-2555 to request this letter.

Congressional Expedited Service

If you need a passport in a time frame sooner than the 2-3 weeks or in an emergency, you may request an expedited passport from your Member of Congress. Fairfield County residents should contact Congressman Troy Balderson at 614-523-2555 to request this letter. You must still complete your application process at one of the two Fairfield County Clerk of Courts title offices. There is no additional fee for this service.

FEES

Passport Fees

Passport Book Application Fees Check or money order, made payable to “U.S. Department of State.” One check per application should be submitted if submitting applications for more than one passport.

\$130 ADULT (16 years of age or older)

\$100 MINOR (15 years of age and under)

Passport Card Fees (Must be a check or Money Order, made payable to “U.S. Department of State”).

\$30 ADULT (16 years of age or older)

\$15 MINOR (15 years of age and under)

What is a Passport Card?

The U.S. Passport Card may only be used for international travel by land or by sea between the United States and Canada, Mexico, the Caribbean, and Bermuda.

It cannot be used for air travel—even in the case of emergency.

Acceptance/Execution Fee: Cash, debit/credit card (for an additional convenience fee), personal check or money order made payable to “Fairfield County Clerk of Courts.” A combined payment for the application/execution fee may be combined if submitting applications for more than one passport.

\$35 (for each application submitted)

Optional Fees

Expedited Service: To request Expedited Service, pay the **\$60.00** Expedited Service Fee for each application, in addition to the required fees noted above. The Expedited Fee is required for each application submitted. This optional fee may be combined with the payment for the application fee. Should be processed and received within 4-6 weeks (subject to change).

Passport Book 1-2 Day Delivery Service (for return service back from Agency, formerly known as *overnight delivery fee*): We strongly suggest that you use the overnight delivery service to return your newly issued Passport Book to you. Overnight delivery service is not available for passport cards, which are delivered via First Class Mail only. To request overnight delivery, pay the **\$22.05** overnight delivery fee for each application, in addition to the required fees noted above. This optional fee may be combined with the payment for the application fee.

Overnight Delivery Fee (for sending application to Agency): Depending on how soon you are leaving, you may want to pay an optional fee to have your application sent via overnight delivery to the U.S. Passport Agency. This optional fee is charged by the U.S. Postal Service is **\$31.40** and may be paid in cash or check made payable to “*U.S. Postal Service.*”

The above information is intended to answer the most frequently asked questions. If you need additional or more detailed information, we will be happy to explain any of these procedures to you by calling the Lancaster Title Office at 740-652-7540 or the Pickerington Title Office at 614-835-2610. You may also contact the U.S. Department of State at 1-877-487-2778 or visit their website at www.travel.state.gov.