CAN YOU RENEW YOUR PASSPORT BY MAIL?

You can renew by mail if you answer "YES" to ALL 5 statements about your passport. If you answer "NO" to any statement, you must apply in-person.

- 1. You have your passport in your possession to submit with your application.
- 2.It's undamaged other than normal wear and tear.
- 3. Was issued when you were age 16 or older.
- 4. Was issued in the last 15 years.
- 5. Was issued in your current name or you can document your name change.

RENEW YOUR PASSPORT BY MAIL

Step 1: Complete a DS-82 form

Step 2: Submit your previous passport, with an expiration date of no more than 5 years.

Step 3: Take a 2x2 color photo white background (NO EYE GLASSES)

Step 4: Write a check or get a money order payable to U.S. Department of State

Step 5: Mail everything to the U.S. Department of State in a sturdy envelope. We recommend using traceable mail services, for example Priority Mail. (See passport application for mailing instructions.)



PASSPORT OFFICE LOCATIONS & PROCESSING HOURS

(937) 225-4480

DOWNTOWN

451 W. Third Street
Dayton, OH 45422
Monday-Friday 8am-3:30pm
Closed Saturday & Sunday

MORAINE

5552 N. Springboro Pike Moraine, OH 45449 Tuesday-Friday 8am-4pm Saturday 8am-12:30pm Closed Sunday & Monday

HUBER HEIGHTS

6108 Chambersburg Road Huber Heights, OH 45415 Tuesday-Friday 8am-4pm Saturday & Monday 8am-12:30pm Closed Sunday

CLAYTON

8391 N. Main Street Clayton, OH 45415 Tuesday-Friday 8am-4pm Saturday 8am-12:30pm Closed Sunday & Monday

CENTERVILLE

108 W. Spring Valley Rd.
Centerville, OH 45458
Tuesday-Friday 8am-4pm
Saturday & Monday 8am-12:30pm
Closed Sunday



PASSPORTS

MIKE FOLEY

MONTGOMERY COUNTY CLERK OF COURTS





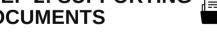
HOW TO APPLY FOR A PASSPORT

STEP 1: FORMS



• Fill out the DS-11 form (U.S. Passport Application). The form should be typed or print legibly in **BLACK** ink only.

STEP 2: SUPPORTING **DOCUMENTS**



- Evidence of U.S. Citizenship (Birth Certificate, U.S. Naturalization, or Passport Book or Card)
- Identification Photo (Driver License. Passport Book or Card)
- · A photocopy of the front and back of the citizenship document and photo ID document

STEP 3: PHOTO



2 X 2 Color printed photo (No glasses should be worn). The Auto Title office charges a small fee for photo service.

STEP 4: FEES



Adult Fees*Children under 16* Passport Book \$130.00 Passport Book \$100.00 Passport Card \$30.00 Passport Card \$15.00

*Passport Fees are subject to change at any time always verify costs prior to completing your application.

EXPEDITED PASSPORT SERVICES ARE AVAILABLE. PLEASE CONTACT YOUR LOCAL MONTGOMERY COUNTY AUTO TITLE OFFICE FOR DETAILS.

PASSPORTS ARE PAYABLE WITH TWO SEPARATE FORMS OF PAYMENT:

- Check or Money Order should be made payable to: U.S. Department of State.
- Clerk Fees Paid Separately

*Clerk fees can be paid by cash, money order, cashier's check, Visa, or MasterCard. There is a 3% surcharge with a credit card payment.

STEP 5: SUBMIT



The forms will be submitted to the U.S. National Passport Center.

Passport Processing times are subject to change at any time. Please confirm the processing dates and times with each application.

TYPES OF **PASSPORTS**

NO APPOINTMENT IS NECESSARY: Visit one of the 5 Clerk of Courts Auto Title Divisions.

PASSPORT BOOK: INTERNATIONAL **TRAVEL**

- · Good for 10 years for anyone 16 years of age or older
- · Good for 5 years for anyone 15 years of age or younger
- Allows travel by air, land and sea

PASSPORT CARD: LIMITED TRAVEL

- · Good for 10 years for anyone 16 years of age or older
- · Good for 5 years for anyone 15 years of age or younger
- · Allows travel by Land and Sea

SCAN QR CODE FOR MORE INFORMATION



