

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)
- Photo Identification (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



**MIKE FOLEY,
MONTGOMERY COUNTY
CLERK OF COURTS**

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AUTO TITLE
451 W. Third Street
Dayton, OH 45422
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