



Special Notice for Ohio Residents

On July 2, 2018, the State of Ohio began issuing an Ohio interim Identification form while the new permanent Driver's License and Identification card is being processed and mailed (within 10 business days).

For passport purposes, the Ohio Interim Identification form is considered a supplemental identification. If you do not have an acceptable primary identification document, you may submit secondary/supplemental identity documents or, if possible, await the arrival of your new permanent Driver's License.

Information Guide for Obtaining a U.S. Passport

Mike Foley Clerk of Courts Auto Title Division is authorized by the United States Department of State to accept passport applications.

Where to apply in Montgomery County:

Passport Acceptance Facilities

Administration Building

451 W Third Street,
Dayton, Ohio 45422
Phone: 937-225-4480 Ext. 5240
Times for processing:
Mon-Fri 8:00 A.M – 3:00 P.M

Clayton

8391 N. Main Street,
Clayton, Ohio 45415
Phone: 937-225-4480 Ext. 5214
Times for processing:
Tues-Fri 8:00A.M- 3:30 P.M.
Sat 8:00 A.M - 12:00 P.M.

Moraine

5552 N. Springboro Pike,
Moraine, Ohio 45449
Phone: 937-225-4480 Ext. 5242
Times for processing:
Tues-Fri 8:00 A.M – 3:30 P.M.
Sat 8:00 A.M - 12:00 P.M.

Centerville

108 W. Spring Valley Road,
Centerville, Ohio 45458
Phone: 937-225-4480 Ext. 5212
Times for processing:
Tues-Fri 8:00 A.M – 3:30 P.M.
Mon & Sat 8:00 A.M -12:00 PM

Huber Heights

6108 Chambersburg Rd,
Huber Heights, Ohio 45424
Phone: 937-225-4480 Ext. 5241
Times for processing:
Tues-Fri 8:00 A.M – 3:30 P.M.
Mon & Sat 8:00 A.M - 12:00 P.M.

Montgomery County Auto Title Division
How To Apply for Your U.S. Passport
Regular Processing

WHAT TO BRING

1. Proof of Citizenship - Provide ONE of the following:

- A certified birth certificate from the country or state in which you were born
 - The birth certificate must have a raised, embossed, impressed, or multicolored seal, and it must list both parents. Hospital certificates, photocopies, and electronic certificates are not acceptable.
- A naturalization certificate
- A certificate of citizenship
- A full-term, non-limited U.S. Passport book or card (undamaged)

Go to the U.S. State Department website for more information about Citizenship Evidence

2. Proof of Identity (Photo Identification)

- A valid state or federally issued picture ID such as a driver's license, ID card, military ID, or passport book or card.

Visit the U.S. State Department website for more information on Photo Identification.

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3. Passport Application Form - First-time applicants:

- A passport application (form DS-11) for first-time applicants. You should **complete the form before** coming to the Passport facility, but **do not sign the form** until you meet with an agent.

Note: This form allows you to apply for a Passport Book, Passport Card, or both.

4. Passport Photo

We provide passport and visa photo services on site.

5. Payment of Fees - Cash, Check, or Money Order (Credit Cards only on Clerk Fees)

- You will pay **TWO** separate fees: a passport application fee and a Clerk Fee.
- Bring a **check or money order** made out to the U.S. Department of State for your passport application fee.
- Bring a **separate** check, money order, cash, or credit card for the Clerk fee.

Check or Money Orders made payable to: US Dept. of State

	Passport Book Only	Passport Card Only	Passport Book & Card Combo
Adult Ages - 16+	\$130.00	\$30.00	\$160.00
Child Ages - 0-15	\$100.00	\$15.00	\$115.00

Montgomery County Clerk of Courts Passport Fees
(Cash, Check, Money Orders, or Credit Card)
Credit Card Transactions have a 3% service fee

Clerk Fee	Photo Fee	Citizenship Copy Fee	TOTAL	Return Overnight Fee
\$35.00	\$15.00	\$0.50	\$50.50*	\$21.36 (optional)

*Total is the combination of all Clerk Fees, may differ if providing photo or copies

Mike Foley, Montgomery County Clerk of Courts - Auto Title Division
451 W. Third Street | Dayton, Ohio 45422 | 937.225.4480



Montgomery County Auto Title Division
How To Apply for Your U.S. Passport
Expedited Processing

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- Bring a **separate** check, money order, or cash for the Clerk's fee.

Check or Money Orders made payable to: US Dept. of State

	Passport Book Only	Passport Card Only	Passport Book & Card Combo
Adult Ages - 16+	\$211.36	\$90.00	\$241.36
Child Ages - 0-15	\$181.36	\$75.00	\$196.36

Montgomery County Clerk of Courts Passport Fees

(Cash, Check, Money Orders, or Credit Card)

Credit Card Transactions have a 3% service fee

Clerk Fee	Photo Fee	Citizenship Copy Fee	Express Mail Fee	TOTAL
\$35.00	\$15.00	\$0.50	\$31.15	\$81.65