



**MAUREEN G. KELLY  
LAKE COUNTY  
CLERK OF COURTS**

**INFORMATION GUIDE FOR OBTAINING A  
U.S. PASSPORT**

**Title East**  
2736 N Ridge Rd.  
Painesville, OH 44077  
440-350-2579

**Office Hours:**  
Monday through Friday 8 a.m.-4:30 p.m.  
Tuesday until 6:00 p.m.  
Saturday 8 a.m.-Noon

**Title West**  
30188 Euclid Ave.  
Wickliffe, OH 44092  
440-918-3425

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 Lake County is accepting passport applications as a service to the public at both Title Bureau Offices.

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

**Do I need an appointment?** The Clerk of Courts never requires an appointment for any of its services. We provide passport services at our Title Bureaus anytime we are open.

**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) **For more information visit: [www.travel.state.gov](http://www.travel.state.gov)**

**Must I apply in person?** You must always apply in person. All applicants including minors must appear in person.

**Who may apply for a passport by mail?** A passport application must be accompanied by four items:

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 lost, mutilated or violated in any manner you may **not** apply by mail.

**What documents should I bring?** A passport application must be accompanied by four items:

1. Proof of U.S. citizenship.
2. Proof of identity.
3. One photograph.
4. Required fees.

### **Proof of U.S. Citizenship**

Submit a previous U.S. passport or a 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.

*\*Secondary records, which should have been created as close to the applicant's date of birth as possible, should contain information pertaining to the applicants date and place of birth.*

When using secondary evidence, a notice from the registrar of vital statistics, where birth occurred, must be obtained stating that no birth record is on file.

### **Proof of identity:**

Submit one of the following, with a copy of front and back.

1. A previous U.S. Passport.
2. A valid driver's license.
3. A valid Military I.D. card.
4. A valid State I.D. card.

**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 can not be used for air travel—even in the case of emergency.**

### **Photographs**

One photograph is required which must have been taken within the last six months. It must be 2"x2", and must be in color. 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?** Some photography studios, AAA, and some drug & department stores supply passport photos. We have a list of area stores that provide passport photos.

### **Fees for a passport are as follows:**

#### **Normal Processing:**

(Must have check or M.O., payable to U.S. Dept. of State)

- \$110.00 for 10-yr. passport (age 16 and over)
- \$80.00 for 5-yr. passport (age 15 and under)

**PASSPORT CARD:** Adult \$30.00, Child \$15.00. A processing fee of \$25.00 per person payable to Clerk of Courts by check, money order or cash. (Starter checks and out of state checks are not accepted.)

#### **Expediting Processing:**

(Must have check or M.O. payable to U.S. Dept. of State)

- \$182.72 for 10-yr. passport (age 16 and over)
- \$152.72 for 5-yr. passport (age 15 and under)

**PASSPORT CARD:** Adult \$90.00, Child \$75.00. A processing fee of \$25.00 per person, payable to Maureen Kelly, Clerk of Courts, by check, money order or cash. (Starter checks and out of state checks are not accepted.)

**How long does it take to get a passport?** Allow 4 to 6 weeks from the time you submit an application to the time you received your passport.

**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. An expedited passport is guaranteed by the U.S. Passport Agency to be processed and received within two to three weeks, (subject to change).

There is an additional fee required by the U.S. Passport Service for the expedited passport. The applicant is also responsible for the express mail postage. One check or M.O. payable to U.S. Dept. of State for : Age 16 and over—\$182.72, Age 15 and under—\$152.72. Cash, Ohio check, or M.O. payable to the Clerk of Courts for \$25.00 per person. One overnight Express Mailer (from Post Office) addressed to: National Passport Processing—NPC P.O. Box 90999, Philadelphia, PA 19190-0999.

**We will give you an “expedite” sticker to adhere to the front and back of the express mailer addressed to the passport agency.**

**CONCLUSION** 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 Lake County Title Bureau office:

**East 440-350-2579 or West 440-918-3425**

or contact the U.S. Dept. of State at 1-877-487-2778 or [www.travel.state.gov](http://www.travel.state.gov)

