



**KATHLEEN L WALCHER HURON
COUNTY CLERK OF COURTS**

**HURON COUNTY
COURTHOUSE Norwalk OH
44957 (419)668-5113**

NOVEMBER 20,1998

TO APPLY FOR PASSPORT YOU WILL NEED THE FOLLOWING:

1. Two 2x2 identical, recent passport pictures of self
These can be obtained in various ways, some examples:
 - a. AAA office
 - b. Professional photographer
 - c. Mall photography
2. **CERTIFIED COPY OF BIRTH CERTIFICATE.** This can be obtained from the Health Department of the county in which you were born. (In Huron County it is located at 180 Milan Avenue)
3. **IF YOU HAVE AN OLD PASSPORT** this may be used as proof of citizenship in place of a birth certificate

PROOF OF IDENTITY- Drivers license or photo I.D.

4. TWO CHECKS ARE REQUIRED AS FOLLOWS:

One check made to PASSPORT SERVICES AGE 16 & over \$45.00 AGE 15 & under \$25.00

Second check (or cash if available) to **CLERK OF COURTS \$15.00 (\$15 FOR EACH PASSPORT PROCESSED)**

Renewal passports can be done by mail if passport is 2 years as of expiration date and will cost \$40.00

5. **FOR EXPEDITED SERVICE YOU WILL NEED:**
 - A. AN ADDITIONAL FEE OF \$35.00
 - B. EXPRESS MAIL (2 WAY) IS REQUIRED & CAN BE OBTAINED AT YOUR LOCAL POST OFFICE
6. **PLEASE NOTE:** Individuals under 18 should be accompanied by parent or guardian with proof of identity