

Office of  
**LINDA K. FANKHAUSER**

Clerk of Courts  
Auto Title Division  
449 S. Meridian St.  
Ravenna, OH 44266  
Ph. 330-297-3450

**REQUIREMENTS FOR PASSPORTS**

**PLEASE BRING THE FOLLOWING DOCUMENTATION WHEN YOU BRING IN YOUR PASSPORT APPLICATION FOR PROCESSING:**

- 1) **PASSPORT PHOTO**
  - a) Picture must meet requirements as noted on reverse side of your application
  - b) No school pictures are allowed
- 2) **EVIDENCE OF BIRTH-Choose ONE-It will be returned with your passport (NO PHOTO COPIES ALLOWED!)**
  - a) Certified copy of your birth certificate
  - b) Naturalization certificate
  - c) Previous passport
  - d) Children under the age of 16 must submit a certified copy of the birth certificate regardless if they have been issued a previous passport
- 3) **IDENTIFICATION-Choose ONE**
  - a) Drivers license
  - b) Government ID card
  - c) All children must be present when applying for a passport
  - d) Both parents must be present when applying for children under the age of 16, or fill out the "Statement of Consent or Special Circumstances: Issuance of a U.S. Passport To A Minor Under the Age of 16" form that can be picked up at our office or downloaded through the [travel.state.org](http://travel.state.org) website
- 4) **APPLICATION**
  - a) Please fill out your application using **BLACK** ink (print legibly or type) as complete as possible to the best of your knowledge. We will go over it with you when you come to our office for processing.
  - b) Please do not sign the application until you are instructed to do so.
- 5) **PASSPORT FEE-Check or Money Order only-no cash**

*Checks are payable to: U.S. Department of State*

**\$110.00-Age 16 and over (valid for 10 years)**  
Expedited Service with overnight delivery \$182.72

**\$80.00-Age 15 and under (valid for 5 years)**  
Expedited Service with overnight delivery \$152.72
- 6) **PASSPORT CARD**
  - a) Valid for travel by land and sea to Canada, Mexico, Bermuda & the Caribbean only. (not valid for travel by air)
  - b) Validity: 10 years for adults, 5 years for minors
  - c) Fees:
    - 1) First time adult applicants-\$30, \$15 for minors
    - 2) Valid passport book holder applying for passport card (DS82) \$30
    - 3) First time applicants for both book and card-\$140 (minors-\$95)

**CLERK OF COURT PROCESSING FEE**

*Checks are payable to: Linda K Fankhauser, Clerk of Courts*  
**\$25.00-For each applicant, regardless of age**

**Monday, Tuesday 8:00-4:30**

**Wednesday 8:00-6:00**

**Thursday, Friday 8:00-4:30**

**Saturday 8:00-12:00**

**No Appointment Necessary**

**Passport applications need to be processed at least 1 hour prior to closing!!**