

**GARY R. WALTERS
LICKING COUNTY CLERK OF COURT
877 EAST MAIN STREET
NEWARK, OHIO 43055
740-670-5450**

National Passport Information Center 1-877-487-2778 (TDD/TTY: 1-888-874-7793)

Website: travel.state.gov

STEPS TO COMPLETING A PASSPORT APPLICATION

- 1. Fill out all spaces that apply to you. DO NOT SIGN!**
- 2. Bring with you one of the following:**
 - a. Birth certificate. Must be an ORIGINAL or a CERTIFIED COPY from the Board of Health where you were born. It must have the Registrar's seal on it.**
 - b. Previous Passport.**
 - c. Citizenship Papers.**
- 3. Two (2) individual photos, 2"x2". There are several places these can be done at. ie: Sears, AAA, CVS, Meijer, Walmart, Walgreens...**
- 4. Driver's License or other picture I.D.**
- 5. A check or money order payable to: U.S. Dept. of State.**
PASSPORT BOOK
\$75.00 per person 16 years of age or older
\$60.00 per person 15 years of age or younger
PASSPORT CARD
\$20.00 per person 16 years of age or older
\$10.00 per person 15 years of age or younger
- 6. Execution fee of \$25.00 can be paid by cash, check, Mastercard or visa. This payment is to the: Clerk of Courts.**

ATTENTION!

**IF YOU ARE TRAVELING IN LESS THAN 4 WEEKS,
EXPEDITE SERVICE IS AN ADDITIONAL \$60.00,
FOR OVERNIGHT BACK TO YOU IS ADDITIONAL \$14.85.**