

Office of
Jill Fankhauser
Clerk of Courts
Auto-Title Division
449 South Meridian Street
Ravenna OH 44266
330-297-3450

Please bring the following documentation to have a passport application accepted:

- **Passport Photo**

1. Must meet requirements as noted on reverse side of your application
2. No school pictures are allowed

- **Evidence of Birth** (examples are listed below)

1. Birth Certificate
2. Naturalization Certificate
3. Previous passport

NO PHOTOCOPIES ALLOWED!!!

Originals will be returned upon issuance of passport

- **Identification**

1. Drivers License or State ID card (if non-Ohio, must provide secondary id)
2. Government issued id
3. College issued id

- **Application (DS-11)**

1. Application must be printed legibly using **BLACK** ink or download and print from the website: travel.state.gov
2. Do **NOT** sign application until agent has instructed to do so
3. Do not use white out on application to correct errors, or alter in any way

ALL APPLICANTS MUST BE PRESENT REGARDLESS OF AGE!!

Passport fees are to be paid with ***checks*** or ***money orders*** **ONLY**
(payable to US Dept of State)

Acceptance fees are \$25 for all accepted applications (fees are separate, cannot add fees together)

Hours of operation:

Monday, Tuesday, Thursday, & Friday 8:00 am-4:30 pm
Wednesday 8:00 am-6:00 pm
Saturday 8:00 am- 12:00 pm

**No appointment necessary, but need to be here at least 1 hour
before we close to make sure there is enough time to process
application!!!**

