

OBTAINING A PASSPORT IN KNOX COUNTY, OHIO

Items You Will Need...

- Passport Application
Applications are available in the Campus Ministries office.
- Passport Photos
The cost is \$8.51 at Rite Aid Pharmacy.
- Certified Copy of your Birth Certificate
These can be obtained from the county health department where you were born, usually for a nominal fee.
- Driver's License

How to Apply...

- Take the above 4 items to the Clerk of Courts office, second floor of the Knox County Service Center.
- You will need to make 2 payments at the Clerk of Courts office when you submit your paperwork. Both payments should be made by check...
 1. "US Department of State" for \$75.00
 2. "Clerk of Courts" for \$25.00
- After your paperwork is processed, you will receive your passport through the mail in approximately 8 weeks.

Rite Aid Pharmacy
117 S. Main Street
Mount Vernon, OH 43050
694-5717
Hours: 8:00 am - 9:00 pm

Clerk of Courts
Knox County Service Center
117 East High St
Mount Vernon, OH 43050
393-6788
Hours: 8:00 am - 4:00 pm
