PASSPORT REQUIREMENTS

# IMPORTANT

*PLEASE READ CAREFULLY*

##  DRYDEN TOWN CLERK’S OFFICE BAMBI L. AVERY, TOWN CLERK

 **93 EAST MAIN STREET, DRYDEN, NY 13053 EMILY BANWELL & LEE ANN PARKER**

 **(607) 844-8888 option 3 DEPUTY TOWN CLERKS**

**ACCEPTANCE HOURS:** 9:00 AM to 4:00 PM - MONDAY THROUGH FRIDAY

**FEES: *ROUTINE PROCESSING –*** USUALLY TAKES ABOUT 6 WEEKS

|  |  |  |
| --- | --- | --- |
| **FEE TYPE** | Passport Fee (NO CASH)**CHECK OR MONEY ORDER ONLY** Payable to **US Department of State** | Execution FeeCASH OR CHECKPayable to Dryden Town Clerk |
| Passport BookAge 16 and Over, DS-11 | **$110** | **$35** |
| Passport BookAge 15 and Under, DS-11 | **$80** | **$35** |
| Passport CardAge 16 and Over, DS-11 | **$30** | **$35\*** |
| Passport CardAge 15 and Under, DS-11 | **$15** | **$35** |

\* The $35 Execution Fee is not charged when adults 16 and over with fully valid passport books apply for the passport card using a DS-82 Form.

***EXPEDITE PROCESSING –*** USUALLY TAKES ABOUT 2 ½ TO 3 WEEKS

 AN ADDITIONAL **$60.00** (1-2 day delivery fee additional $17.56. Not valid for passport cards)

**BRING TO OUR OFFICE ALONG WITH FEES AND APPLICATION:**

* **PASSPORT PHOTO** – COLOR, 2” X 2”, head size no smaller than 1” and no larger than 1 3/8”, taken on white or off-white background. There must be at least ½” from the top of the head to the top of the photo. **Available at our office for a fee of $10.00.**
* **PROOF OF CITIZENSHIP** **– *THIS DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION***

EITHER:

**BIRTH CERTIFICATE:** Must have a raised seal and filing date, certified by official custodian of the record (**no hospital certificates**). Parents’ names must be listed on certified copy.

OR

**PREVIOUS PASSPORT:** (FOR APPLICANTS UNDER AGE 16 SEE NOTE BELOW)

OR

### NATURALIZATION CERTIFICATE:

* **IDENTIFICATION** – Valid Drivers License, Previous Passport (if issued after 16th birthday and within the last 10 years), Current College I.D. Parents who are not U.S. citizens must present their foreign passport or their alien registration card as identification when signing for their children. Parents who are U.S. citizens can use their driver’s license when signing for their children.

ALL APPLICANTS MUST APPEAR IN PERSON AND SIGN THE APPLICATION IN THE PRESENCE OF A PASSPORT AGENT. APPLICANTS AGE 16 TO 17 MUST HAVE ONE PARENT PRESENT TO SIGN FOR THEM. APPLICANTS UNDER AGE 16 MUST HAVE BOTH PARENTS APPEAR WITH THEIR IDENTIFICATION.

**PLEASE READ THE APPLICATION FOR MORE DETAILED INSTRUCTIONS OR REFER TO THE WEBSITE** [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)